

**GRAND HAVEN CHARTER TOWNSHIP BOARD**  
**MONDAY, JUNE 12, 2016**

**WORK SESSION – (CANCELLED.)**

**REGULAR MEETING – 7:00 P.M.**

- I. CALL TO ORDER
- II. PLEDGE TO THE FLAG
- III. ROLL CALL
- IV. APPROVAL OF MEETING AGENDA
- V. CONSENT AGENDA
  1. Approve May 22, 2017 Board Minutes
  2. Approve Payment of Invoices in the amount of \$390,835.62 (*A/P checks of \$176,324.34 and payroll of \$214,511.28*)
  3. Re-Appoint Joanne Marcetti to the Harbor Transit Board for term ending 6/01/2020
  4. Approve Deputy Treasurer Compensation Rate
  5. West Michigan Roofing Proposal of \$11,500 for replacement of shingles on three Picnic Shelters at Pottawattomie Park
- VI. UPDATE – Ray Nelson (*Dangerous Building Officer*)
- VII. OLD BUSINESS
  1. Second Reading – PUD – Village at Rosy Mound – Housing for the Elderly
  2. Second Reading – Tax Exemption Ordinance – Village at Rosy Mound
- VIII. NEW BUSINESS
  1. Approve Support Emergency Operations Plan
- IX. REPORTS AND CORRESPONDENCE
  1. Correspondence
  2. Committee Reports
    - a. 2016 Annual Planning Commission Report
    - b. 2016 Annual ZBA Report
    - c. NORA Funding Report
  3. Manager’s Report
    - a. May Building Report
    - b. May Ordinance Enforcement Report
  4. Others
- X. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY  
(*LIMITED TO THREE MINUTES, PLEASE.*)
- XI. ADJOURNMENT

**NOTE:** The public will be given an opportunity to comment on any agenda item when the item is brought up for discussion. The supervisor will initiate comment time.

**GRAND HAVEN CHARTER TOWNSHIP BOARD  
MONDAY, MAY 22, 2017**

**WORK SESSION – 6:30 P.M.**

1. Douglas Vredevelde, CPA presented the FY2016 Grand Haven Charter Township financial audit results. Vredevelde noted that it was a clean audit with **no** significant findings or material weaknesses.
2. Manager's Report
  - i. Cargo noted that currently 614 residents have signed-up for the monthly electronic newsletter through Constant Contact. The initial newsletter should go out later this week.
  - ii. Cargo noted that he will be awarding the external lighting contract for the Administrative complex to Dejong & Potter Electric for **\$15,388**. This may require a budget amendment.
  - iii. Cargo noted that he will not be bidding construction for pickleball courts because of the current construction environment and very high costs. Rather, the proposal can be bid in February or March of 2018.
  - iv. April Legal Review
  - v. April Public Services Report

**REGULAR MEETING**

I. CALL TO ORDER

Supervisor Reenders called the regular meeting of the Grand Haven Charter Township Board to order at 7:00 p.m.

II. PLEDGE TO THE FLAG

III. ROLL CALL

**Board members present:** Larsen, Redick, Gignac, Reenders, Behm, Meeusen, and Kieft

**Board members absent:**

Also present was Manager Cargo, Accounting Director Sandoval, Assessing Director Chalifoux, and Community Development Director Fedewa.

IV. APPROVAL OF MEETING AGENDA

**Motion** by Clerk Larsen and seconded by Trustee Gignac to approve the meeting agenda.  
**Which motion carried.**

V. APPROVAL OF CONSENT AGENDA

1. Approve May 8, 2017 Regular Board Minutes
2. Approve Payment of Invoices in the amount of \$213,663.15 (*A/P checks of \$94,222.67 and payroll of \$119,440.48*)
3. Approve amendment to the MERS Defined Contribution Agreement establishing 80 hours per month as a minimum for participation.

**Motion** by Treasurer Kieft and seconded by Trustee Gignac to approve the items listed on the Consent Agenda. **Which motion carried.**

VI. PUBLIC HEARING – PUD – Village at Rosy Mound – Housing for Elderly

Supervisor Reenders disclosed that his family has indirect financial connections to the proposed development and, pursuant to a recommendation from legal counsel and staff, requested authorization to recuse himself from consideration of the Village at Rosy Mound PUD.

**Motion** by Trustee Redick supported by Trustee Behm to authorize Supervisor Reenders to recuse himself from the Village at Rosy Mound PUD matter and the related tax exemption ordinance due to indirect family financial connections to the development.

**Which motion carried,** pursuant to the following roll call vote:

Ayes: Larsen, Gignac, Kieft, Meeusen, Redick, Behm, Reenders

Nays:

Absent:

Supervisor Reenders left the Board table.

**Motion** by Treasurer Kieft supported by Trustee Behm to select Trustee Redick as President Pro Tem during the review and consideration of the Village at Rosy Mound PUD application. **Which motion carried.**

President Pro Tem Redick opened the public hearing on the Village at Rosy Mound PUD application and rezoning at 7:03 p.m.

- a. Community Development Director Fedewa reviewed a May 17<sup>th</sup> memorandum on the Village at Rosy Mound PUD application. It was noted that the Planning Commission recommended approval of this PUD application.
- b. Shirley Woodruff (18215 Spindel Drive) spoke on behalf of the developer noting that construction would begin in October of 2017 with the three-story complex and four cottages. Additional construction will occur as needed.

There being no additional comments, President Pro Tem Redick closed the public hearing on the Village at Rosy Mound PUD application and rezoning at 7:20 p.m.

VII. OLD BUSINESS

1. The Board discussed the Village at Rosy Mound PUD application and rezoning. No changes to the proposed application were offered.

**Motion** by Clerk Larsen supported by Trustee Behm to postpone further action until June 12<sup>th</sup> on the proposed Village at Rosy Mound PUD application and rezoning of parcels 70-07-04-200-025, 70-07-04-400-028, and part of 70-07-04-100-028 from Service Professional (SP) to Planned Unit Development

(PUD). This is a first reading. **Which motion carried.**

2. **Motion** by Clerk Larsen, supported by Trustee Meeusen to postpone further action of the Tax Exemption ordinance for the Village at Rosy Mound PUD project. This is a first reading. **Which motion carried.**

Supervisor Reenders returned to the Board table and resumed his duties as the Township Supervisor.

3. The Board took comments from the public regarding the in-line skate facility at Mercury Park. Public comments included the following:
  - a. Sean Kittredge (Township of Ravenna) provided an on-line petition to keep the in-line rink that had 1,342 signatures and a paper petition that provided an additional 366 signatures.
  - b. Michael McFall (15581 Groesbeck Street) believes that additional monies can be found within the current Parks and Recreation budget to keep the in-line rink and stated that the Spring Lake Village rink is too far for young people that cannot drive.
  - c. Cherie Clark (City of Grand Haven) shared responses from a survey of high school students that indicated support for keeping the in-line rink.
  - d. Carrie Rodgers (15030 Fairmont Court) noted that pickleball needs additional courts with most users over the age of 50. It is a growing sport that provides both a physical and social outlet.
  - e. Jennifer Mihalik (13531 Whispering Pine Trail) supports keeping the in-line rink and supporting the local hockey programs. Believes the rink should be promoted to a greater degree.
  - f. Joanne Paul (Oakgrove Road) supports the Board's decision to add pickleball courts noting that the sport originated in 1965 and is a multi-generational activity.

The Board discussed the matter. Staff noted that the in-line rink can be compared to a 20-year old parking lot – which would need significant maintenance after this period-of-time.

Staff noted that there is a Community Event on June 14<sup>th</sup> regarding the development of recently acquired park properties on which it may be possible to add pickleball and/or an in-line rink.

The Board instructed staff to complete the following:

- Check with NORA to determine the level of marketing offered in 2017 for the in-line hockey program;
- Place the matter on the June 26<sup>th</sup> Board work session to outline additional options, (other than as originally notes of only a pickle ball court at Mercury Park) i.e. but not limited to pickle ball courts at one of the recently acquired parks, new in-line

rink at one of the recently acquired parks, with preliminary cost estimates.

➤  
VIII. NEW BUSINESS

1. **Motion** by Trustee Meeusen supported by Trustee Behm to approve Resolution 17-05-01 approving a one-year license agreement with Waste Management of Michigan for waste collection and hauling services in Grand Haven Charter Township. **Which motion carried**, pursuant to the following roll call vote:  
Ayes: Behm, Gignac, Meeusen, Redick, Kieft, Reenders, Larsen  
Nays:  
Absent:
2. **Motion** by Treasurer Kieft supported by Trustee Gignac to approve Resolution 17-05-02 that adopts the May budget amendments for fiscal year 2017. **Which motion carried**, pursuant to the following roll call vote:  
Ayes: Kieft, Reenders, Meeusen, Behm, Gignac, Larsen, Redick  
Nays:  
Absent:
3. **Motion** by Clerk Larsen supported by Trustee Meeusen to authorize the Superintendent to execute the proposed Uniform Video Service Local Franchise Agreement with Charter Communication, which will continue the 5% franchise fee. **Which motion carried.**

IX. REPORTS AND CORESPONDENCE

- a. Correspondence was reviewed
- b. Committee Reports
  - i. Clerk Larsen noted that there are not any agenda items currently on the June Personnel Committee meeting, which may be cancelled.
  - ii. Trustee Behm noted that a Public Safety Committee meeting is scheduled for Thursday at 5:00 p.m.
- c. Others

X. PUBLIC COMMENTS

None

XI. ADJOURNMENT

**Motion** by Larsen and seconded by Gignac to adjourn the meeting at 7:56 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen  
Grand Haven Charter Township Clerk

Mark Reenders  
Grand Haven Charter Township Supervisor

# SUPERINTENDENT'S MEMO

DATE: June 8, 2017

TO: Township Board

FROM: Cargo

SUBJECT: Supervisor Reenders' Appointment – Marcetti to Harbor Transit Authority Board

Supervisor Reenders requested that I forward information to the full Board regarding his proposed re-appointment of Joanne Marcetti to the Harbor Transit Authority Board.

Reenders' notes that Joanne Marcetti is a former Township Supervisor that was directly involved with the expansion of Harbor Transit into Grand Haven Charter Township. Further, she has been on the Harbor Transit Authority Board during the past 8 (eight) years of the Harbor Transit Authority existence and been very involved in the establishment of the Authorities policies and procedures during this period.

Pursuant to the Harbor Transit Articles of Incorporation, Article VIII (4), "*The term of each other appointed Board member shall be for a term of three (3) years.*" Further, pursuant to the requirements of Section 2.11 of the Township's Administrative Policies and Procedures Manual, Supervisor Reenders is authorized to reappoint members to the Harbor Transit Authority Board.

To implement this appointment by Supervisor Reenders, the following motion can be offered:

**Move to re-appoint Joanne Marcetti to the Harbor Transit Multi-Modal Transportation Authority Board for a term ending June 1, 2020.**

If you have any questions or comments regarding this memorandum prior to the meeting, please contact Supervisor Reenders.



## Treasurer's Memo

DATE: June 5, 2017

TO: Township Board

FROM: William Kieft III & Bill Cargo

RE: Part-Time Deputy Treasurer - Compensation

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As you are aware, Denise Chalifoux (*i.e.*, *Assessing Director/Deputy Treasurer*) announced her retirement, which is effective July 14<sup>th</sup>.

Because I feel that it is important to maintain the internal controls put into place when she became my Deputy Treasurer in 2008, and because of her expertise in the BS&A tax program, I have asked Chalifoux to continue as my Deputy in a part-time capacity. After considering my request, Chalifoux agreed to remaining as the Deputy Treasurer in a part-time capacity.

Attached, please find a job description of the duties for a part-time Deputy Treasurer, which Cargo estimates will require 500 hours (*or less*) each year.

Based upon the most recent Wage and Salary Study completed by the Michigan Municipal League, Cargo concluded that a part-time Deputy Treasurer with a decade of experience and expertise in the BS&A database software system should be compensated at a Pay Grade 3, level 9 or \$27.74 per hour. (*This would be an annual salary of approximately \$13,870 for 500 hours of work.*)

To approve my request to retain Denise Chalifoux as my Deputy Treasurer, the following motion can be offered:

**Move to authorize compensation for Treasurer Kieft's continued appointment of Denise Chalifoux as the Deputy Treasurer at a wage rate of \$27.74 per hour for an estimated 500 hours (or less) of service annually, effective July 17, 2017.**

Please contact myself or Bill Cargo with any questions or concerns.



**GRAND HAVEN CHARTER TOWNSHIP**  
**Job Description**

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Position: **DEPUTY TREASURER**  
Department: Treasurer  
Reports To: Township Treasurer  
Status: Part-Time  
Pay Grade: 3  
Revision: 05/2017  
Reviewed: 02/2014

**SUMMARY:**

Under the direction of the Township Treasurer, completes certain delegated statutory functions of the Treasurer. Ensures that the Treasurer is fully informed of the status of tasks and functions.

**ESSENTIAL FUNCTIONS:**

- Completes the preparation, distribution and collection of property taxes.
- Completes the L-4029 for approval by the Township Board
- Completes SET Tax report (December)
- Distributes property tax monies to the appropriate agencies and complete property tax settlements.
- Makes any necessary adjustments to the tax roll during the tax collection year.
- Responsible for collection and tracking of delinquent personal property taxes. Subsequent seizure or court action if necessary.
- Maintains and prepares a variety of financial records and reports for the township board as they relate to the Treasurer's responsibilities.
- Responsible for investment of cash funds and related investment reports in compliance with the township investment policy.
- Reviews the reconciled bank statements and other accounts.
- Prepares departmental budget with input from the Treasurer.
- Assists in formulation of administrative policies and procedures.
- Performs the duties of the Treasurer as workloads or absences exist.
- Supervises the distribution of all township monies, both payables and receivables.
- Monitors township bank funds, makes recommendations for appropriate adjustments in the budget, prepare reports and reviews a variety of financial reports as necessary.
- Monitors bank rates and report to Finance Committee
- Oversees the deposit of the daily receipts at the current banking facility
- Oversees inquiries and complaints, supplies information as requested in person, by telephone, or through written correspondence.

## **EDUCATION, EXPERIENCE AND TRAINING:**

- Minimum two-year degree in accounting or related field.
- Five years' experience in a public finance with general knowledge of property tax preparation and collection.
- Mid to Advanced level in Word and Excel.
- Mid to Advanced level in BS&A software preferred.
- Experience with governmental operations preferred.
- Or an equivalent combination of training and experience.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Reasonable knowledge of the government finance and the property tax preparation, distribution and collection procedures.
- The ability to handle highly confidential information.
- Ability to communicate effectively both in writing and in person as appropriate for the needs of the recipient.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- The ability to understand and give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in establishing and maintaining effective working relationships with the general public, businesses, government officials at the local, county and state level, and other township employees using tact and discretion.
- The ability to read and understand information and ideas presented in writing.
- Ability to organize, schedule and complete work to achieve deadlines in an environment where interruptions are frequent.
- The ability to handle extreme pressure/demands and be able to quickly adapt to changes.
- Ability to prepare and maintain accurate records and reports.
- Knowledge of administrative procedures and systems such as word processing, spreadsheets, database management, managing files and records, operating computers and software systems, and other office procedures and terminology.

## **PHYSICAL AND MENTAL DEMANDS:**

- Hearing, seeing, speaking.
- Reading.
- Reasoning.
- Problem solving.
- Writing communications.

- Frequent contact with residents, businesses, tax payers, and other governmental officials at the local, county and state level.

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Acknowledgement:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description.

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Employee Printed Name

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Date

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Employee Signature

# INTER-OFFICE MEMO

DATE: June 6, 2017

TO: Township Board

FROM: Cargo

SUBJECT: Proposal – Replace Shingles on Three Picnic Shelters at Pottawattomie Park

As you may recall, the FY2017 budget contained an appropriation of \$9,000 for the replacement of the shingles on three picnic shelters at Pottawattomie Park.

A request for proposal (RFP) to three local roofing companies generated the following results:

Werner & Sons	\$15,940
Tri-Cities Roofing and Siding	\$15,550
<b>West Michigan Roofing</b>	<b>\$15,500</b>

All three quotes were within \$440 (*or about 3%*) of each other, which indicates that the quotes are valid. All of these local firms are readily qualified to complete the work.

Although the quotes were higher than budgeted, other maintenance projects at the park have been completed under budget, and it is not expected that this will require a budget amendment. Staff are recommending that the project be awarded to West Michigan Roofing, which had the lowest quote of **\$15,500**.

If the Board supports this staff recommendation, the following motion can be offered:

**Move to authorize Township staff to execute an agreement with West Michigan Roofing to replace the shingles at three picnic shelters at Pottawattomie Park at a cost of \$15,500.**

If you have any questions, please contact Cargo at your convenience.



GRAND HAVEN CHARTER TOWNSHIP

# Community Development Memo

DATE: June 5, 2017  
 TO: Township Board  
 FROM: Stacey Fedewa, Community Development Director  
 RE: PUD – Housing for the Elderly – Village at Rosy Mound

PROPERTY DETAILS			
Property Address	Parcel Number	Parcel Size	Application Type
14110 Lakeshore*	70-07-04-100-028 70-07-04-200-025 70-07-04-400-028	26.92 Acres	Mixed-Use PUD Housing for the Elderly
Existing Zoning	Existing Land Use	Existing/Proposed Infrastructure	Existing Site Improvements
Service Professional (SP)	Undeveloped Land	Paved Roadway Municipal Water Sanitary Sewer	N/A
Master-Planned Zoning	Surrounding Zoning & Land Uses		
	Direction	Zoning	Land Use
Medium-High Density Residential PUD	N	SP & R-1	OCRC & School
	S	R-1	Single Family Subdivision
	E	I-1 & I-1A	Multiple Industrial
	W	R-1	Rosy Mound Park & Standard Sand Corp

\* The property addresses will change after the land divisions are completed. The applicant has all the information necessary for the division, but is waiting to apply until their financing is approved through MSHDA and they take title to the property (*have a purchase agreement contingent upon receiving PUD approval from the Township*).

## WHAT'S NEW?

On May 22<sup>nd</sup> the Township Board held a public hearing for the PUD application and adopted a motion for the first reading of the rezoning. A first reading was also adopted for the Tax Exemption Ordinance, which essentially creates a Payment in Lieu of Taxes (PILOT) Agreement for the Congregate building. The remainder of the site would be taxable.



## APPLICATION MATERIALS

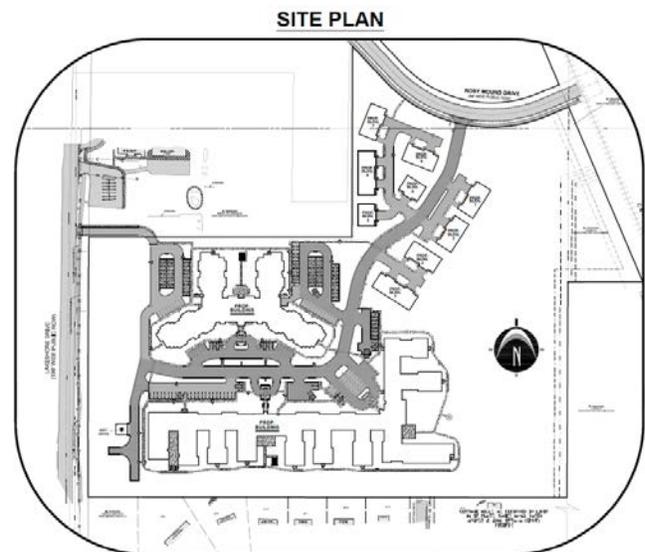
The following is a comprehensive list of each document included in the previous packet:

- PUD Application
- Civil Plans
  - Site Analysis
  - Existing Site Conditions
  - Tree Survey/Demo
  - Aerial Analysis
  - Detailed Site Layout (Site Plan)
  - Fire Truck Turning
  - SESC & Grading
  - Utility
  - Easements
  - Multiple Landscape Plans
  - Parallel Plan
- Architectural Plans
  - Miscellaneous Site Details
    - Revised to Show Stone Veneer
  - Maintenance Garage & Signage
  - Site Lighting Fixtures
  - Photometric
  - Congregate Floor Plans & Elevations
  - Assisted Living Floor Plans & Elevations
  - Cottage Floor Plans & Elevations
- Color Renderings
- Project Narratives
  - Ordinance Compliance
  - Departure Requests
  - Traffic Analysis
  - Parking Study
  - Unit Size Analysis
  - Green Building Policy
  - Protected Species Evaluation
- Draft of Open Space Conveyance

## BACKGROUND

In 2016, the Ottawa County Road Commission (OCRC) accepted the proposal from RW Properties I LLC (the “Developer”) to purchase their nearly 27 acres of land. The OCRC heard multiple proposals and ultimately settled on the senior living campus proposed by the Developer.

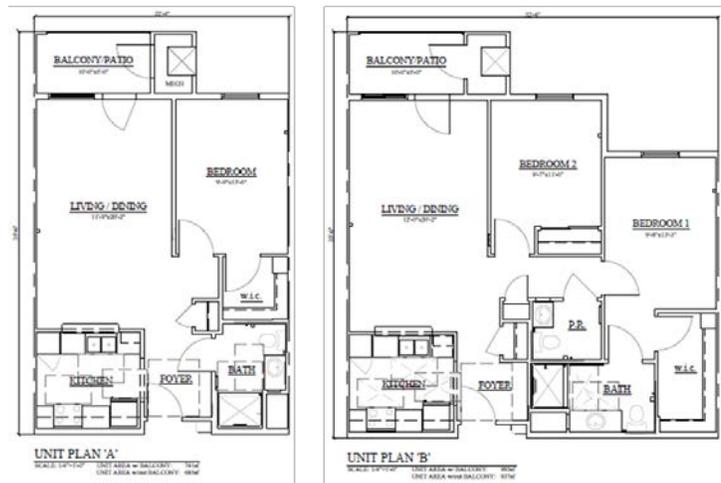
The Developer has a purchase agreement with the OCRC, with the sale being contingent upon receiving PUD approval from the Township. Furthermore, the Developer has applied to the Michigan State Housing Development Authority (MSHDA) for state/federal funding, which will allow the Developer to offer an affordable rental rate for certain units with the rest remaining at the standard market-rate. In order to accomplish this, the Township has had to confirm that a Tax Exemption Ordinance, commonly referred to as a Payment in Lieu of Taxes (PILOT) agreement will be signed. Keep in mind, the existing land is tax-exempt, so even a reduction in taxes will still add property tax revenue for the Congregate building. The rest of the land will be fully taxable.





Land Area for Use = 6.96 acres  
 Total No. Units = 116  
 Building Height = 3 stories, 37'-6"  
 Building Footprint = 49,441 sqft  
 Total Parking Spaces = 98 spaces  
 (40 open, 24 garages, 36 carports)

**Congregate – Most Common Unit Plans**



There are 12 unit types that range in size from 685 sqft for a 1 bed/1 bath to 1,364 sqft for a 2 bed/2 bath. That said, there are two unit types that account for 2/3 of the total number of units—46 are proposed as 685 sqft 1 bed/1 bath units, and 31 units are proposed as 937 sqft 2 bed/1.5 bath. There are less than 10 units dedicated to the other types.

Now, the minimum floor area for R-4 apartments is 884 sqft, so a departure has been requested for this subject. However, the Developer notes that a variety of common areas and services are also being provided to the residents, and these amenities are not typically offered to traditional apartment buildings. Based on that, approximately 15,000 sqft of additional floor area is available to residents, which equates to an extra 130 sqft per unit. A departure is being requested for the room sizes.

Common areas and amenities for this building include (a full list is identified in the plan sets and project narratives)—theater, salon, arts & crafts, guest suite, lounge, fitness, laundry, storage, etc.

**Assisted Living Facility**



Land Area for Use = 11.43 acres  
 Total No. Units = 110  
 Building Height = 1 story, 18'-0"

Building Footprint = 96,348 sqft

Total Parking Spaces = 55 spaces

There are 8 unit types that range in size from 249 sqft studio to an 811 sqft unit with 2 bed/2 bath. State and federal law only require a minimum room size of 200 sqft for nursing and convalescent homes, which is the synonymous land use for the Assisted Living building. Thus, all room sizes for this building are compliant. There are 2 unit types that account for 80% of total—58 are proposed as 500 sqft 1 bed/1 bath units, and 29 units are proposed as 584 sqft 1 bed/1bath.

Assisted Living – Most Common Unit Plans



### Cottages



Land Area for Use = 8.53 acres

Total No. Units = 27 (2 two-unit buildings, 5 three-unit buildings, 2 four-unit buildings)

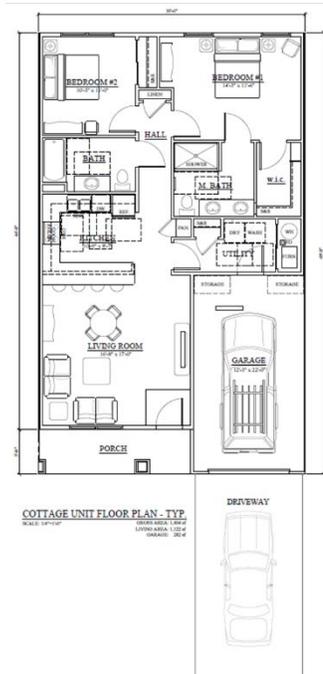
Building Height = 1 story, 15'-8"

Building Footprints = 1,404 sqft for each unit  
37,908 sqft total

Total Parking Spaces = 54 spaces  
(1 garage space + 1 driveway space per unit)

Cottages will all have a gross floor area of 1,404 sqft. Of which, 1,122 sqft is living area and 282 sqft is dedicated to a garage. This exceeds the minimum floor area requirements for attached dwellings.

Cottages – Typical Unit Plan



## “Roads”

Due to site constraints, staff and the Developer spent an extensive amount of time deciding how the road network would be accomplished because a 66’ right-of-way was prohibitive. The best solution that staff, the Developer, and OCRC agreed upon was constructing the driving surfaces to public road standards, but in actuality have them be classified as a driveway. This solution satisfied Fire/Rescue concerns about maneuvering the site, Community Development concerns about building separations and ingress/egress spacing, and the Developers concerns about having to eliminate certain buildings if a right-of-way is required. The Developer is requesting a departure for this hybrid-type road system.

## Parking

There is still enough room for public and private utility easements, so if the Township needs to perform work on the municipal water or sanitary sewer lines they will be able too, and since the “road” network is private the Developer is responsible for maintenance.

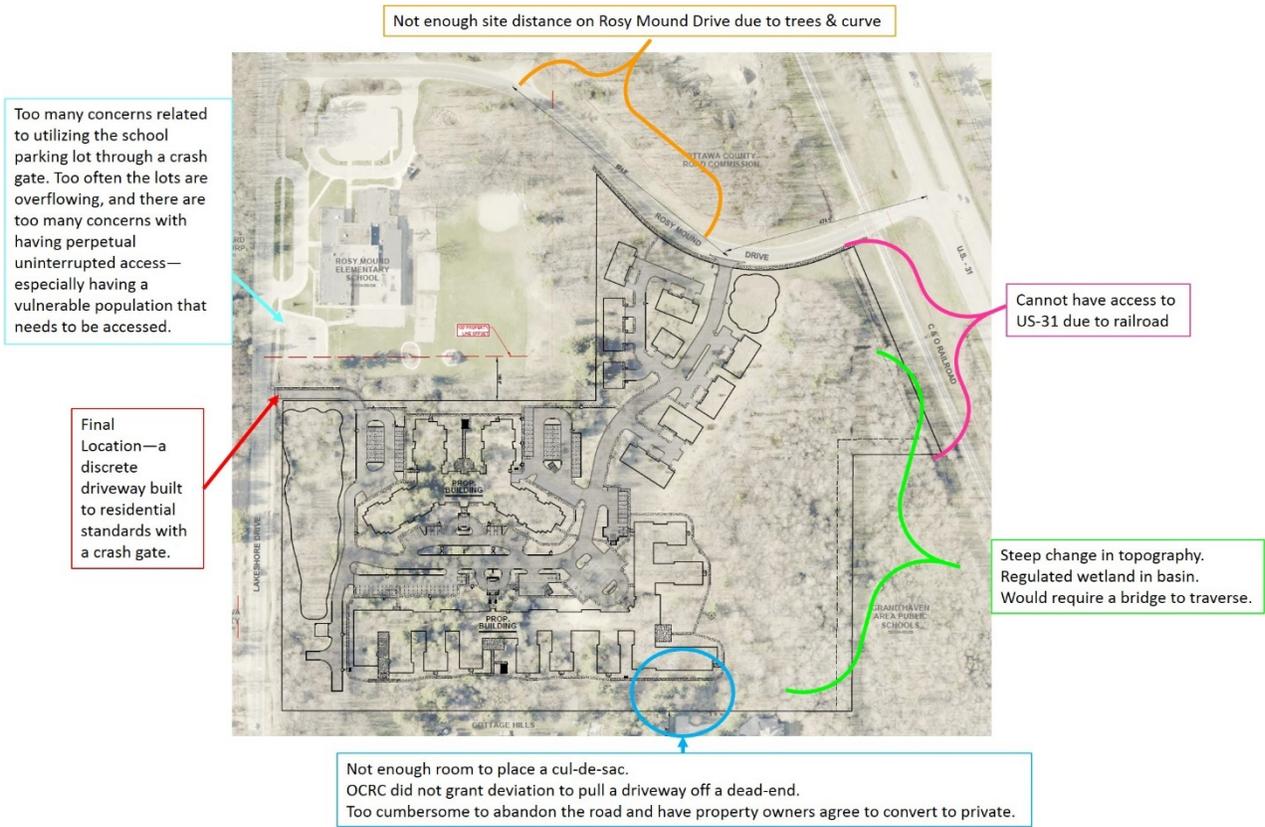
As for the number of parking spaces permitted by right (*i.e., outside of the Overlay Zone*), those permitted under the Overlay Zone regulations, and those being proposed by the Developer, which is a pleasant surprise:

Land Use	Permitted by Right	Permitted in Overlay Zone	Proposed
Congregate	75	705	98
Assisted Living	55	481	55
Cottages	54	178	27
<b>Total</b>	<b>184</b>	<b>1,364</b>	<b>180</b>

It should be noted, the number of spaces the Developer is proposing is significantly less than what is permitted by right in the Overlay Zone (*1 space/200 sqft useable floor area*), and less than what is permitted by right outside of the Overlay Zone. Limiting impervious surface was a best management practice identified in the Resilient Master Plan.

## Emergency Access Road

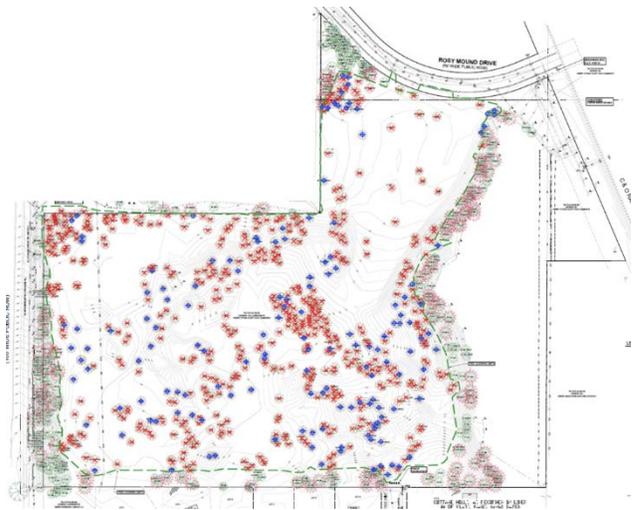
By far, the most challenging aspect of this project site was identifying a suitable location for an emergency vehicle access point on another public roadway. Below, is a graphic that shows all the site constraints that ultimately led to the final location that has been approved by staff, OCRC, and the Developer. The Township requires at least two points of access for any development over 24 premises. As described in the above graphic there are very limited options for a second access point.



It should be noted, the **Developer has not secured an easement yet from the Grand Haven Area Public School district to construct this emergency access on the school property.** This is listed as a condition of approval.

### Woodland Protection & Landscaping

The Developer performed an extensive tree survey of this heavily wooded project site. Emphasis was made to preserve as much natural woodland as possible along the Cottage Hills Subdivision boundary line and along Lakeshore Drive. Although the figures below regarding tree removal seems extensive there are still an exceptional number of existing trees that will remain on the property—especially considering 12.03 acres of land will be set aside as open space.



The Overlay Zone differentiates between a Heritage Tree, Landmark Tree, and Protected Tree. There are no Heritage Trees on the property. The Overlay Zone has a list of trees that have been deemed Landmark based on their horticultural qualities and caliper size. A Protected Tree is any other tree 8+” in caliper size. Keep in mind, the tree survey was only conducted on the buildable land (*aka Construction Zone*), and it was not conducted within the regulated wetland, which is approximately 6 acres in size.

Tree Type	Preserved or New	Removed
Heritage	0	0
Landmark	104	146
Protected	Not Available	509
New Landscaping	348	N/A

Based on the above there is a net loss of approximately 203 trees within the construction zone.

The interior landscape islands were addressed slightly differently too. Due to compactness of the site, and the need to provide good visibility for the residents who drive, it was found the best placement of trees was toward the perimeter of the paved areas. Additionally, because many of the resident drivers could have limited mobility it is counterintuitive to create more distance from the parking spaces to the building entrances. Thus, a departure is being requested on interior landscape islands.

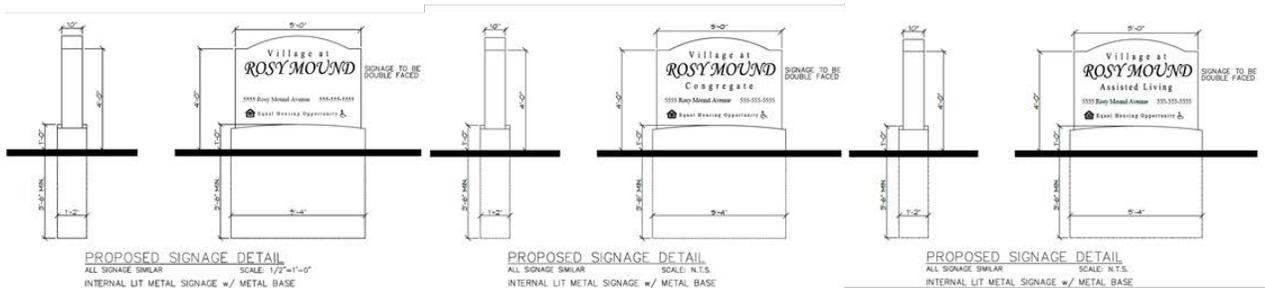
### Architecture

The Overlay Zone has different architectural requirements based on the type of land use—Commercial, Office, and Institutional; Industrial; and Multiple Family. Technically, the Congregate and Cottages are Multiple Family and the Assisted Living is Institutional. However, the stronger architectural requirements for 1 out of 3 land uses did not make sense especially because the Assisted Living building will have the least amount of visibility from public roadways.

Based on this, staff directed the Developer to follow the Multiple Family architectural requirements for all buildings, and request a departure.

### Signage

The Developer is proposing to use the same signage plan as the one found at their Ferry Street development. The size complies with the basic zoning regulations, will be internally illuminated, and have landscaping around the base.



## Sustainable Development & Traffic

The Developer proposes to build the site in accordance with MSHDAs Affordable Green New Construction policy. Geothermal heating will be used; water conservation through plumbing fixtures; ENERGY STAR appliances and hot water heaters; high efficient lighting with daylight sensors on outdoor lighting; HVAC will be appropriately sized to ACCA standards; many of the interior construction materials will utilize low or no volatile organic compounds; will have an efficient irrigation system; landscaping will be appropriate to the site’s soil and microclimate conditions; and the policy prohibits the use of any invasive species.

The site is not expected to generate any significant amount of traffic, and it was determined a traffic study was not required because the site will not generate 100+ trips during peak hours, or 1,000+ daily trips. The Developer provided an estimate, which was then reviewed by Commissioner LaMourie, who found the site will likely generate approximately 634 trips per day with the highest number of peak hour trips being 28 during the PM rush hour.

## STAFF REQUEST FOR CERTAIN CONSIDERATION

During the design process of this site there were three minor subjects that staff and the Developer did not agree on, and both decided to provide the Township Board with the information to make the decision. Below is original subject, staff and Developer points of view, and the Planning Commission’s recommendation to the Board, along with an update if applicable.

### 1. Garage Port & Carport Architecture

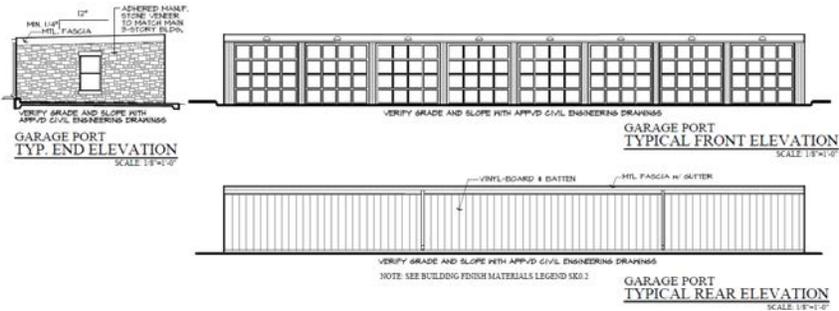
**Subject:** The Overlay Zone requires accessory structures to have similar architectural features as the main buildings. However, the proposed garage ports and carports are basic metal structures.

**Staff:** The two structure types should be modified to meet some type of higher architectural and/or building material standard.

**Developer:** Request is cost prohibitive and unnecessary to build high-end garage ports and carports.

**PC:** Add stone veneer to sections of the garage ports and carports.

**Update:** Developer has added a stone veneer to both types of structures:



## 2. Refuse Enclosure Screening

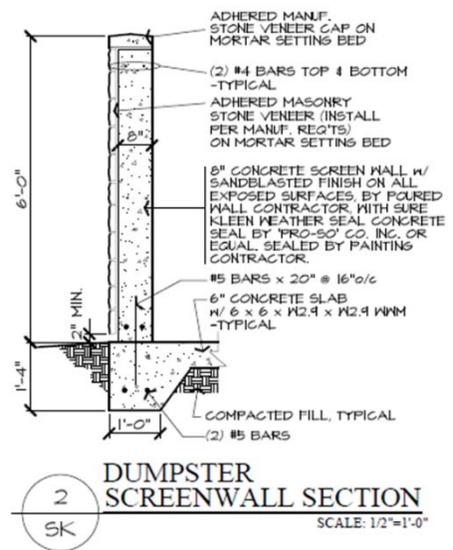
**Subject:** The Landscaping requirements indicate that refuse containers must be screened by a wood or masonry solid wall or live conifer landscape material. The Developer is proposing an 8” concrete wall with sandblasted finish.

**Staff:** Does not consider a concrete wall to be masonry because the common understanding of masonry is block or stone being stacked on top of each other to create a wall.

**Developer:** Believes the sandblasted wall does constitute masonry, it is utilized at their other sites, is easy to maintain, does not get damaged easily, and the concrete is generally screened from the proposed landscaping surrounding the container.

**PC:** Add stone veneer to the refuse enclosure.

**Update:** Developer has added a stone veneer to the refuse enclosure (*see page 10 for image*).



## 3. Cottage Garages

**Subject:** The Overlay Zone requires the garages of Multiple Family housing types to be varied and/or recessed to reduce the emphasis on the garages along the street edge.

**Staff:** Believes the garages should be varied or recessed in some fashion.

**Developer:** Believes there is variation because of the building placements on the site, and the residents utilizing the garages need as much visibility as possible when maneuvering in, and out, of the garage, and recessing the garage would reduce their visibility and possible lead them to damage their Cottage or vehicle. Additionally, the garages are aligned with the covered front porch, so the garage does not directly align with the front wall of the Cottage.

**PC:** Proposed design of the Cottages is acceptable because the underlying intent of the Overlay Zone was to prevent a “flat-faced” dwelling. Based on the varying building positions, rooflines, and architectural interest with the front porch the spirit and intent of this provision is satisfied.

## TRANSITION AREA DETERMINATION

Section 17.05.6 describes Transition Area requirements. The Developer requests the Board find that a 30’ undisturbed existing woodlot and approximately 100+ feet of separation from the Assisted Living facility and Cottage Hills Subdivision homes is sufficient to meet this requirement.

The Planning Commission recommends the Board approve the propose Transition Area.

**COMPLETE LIST OF REQUESTED DEPARTURES**

Below is a list of all the departures being requested from the Developer along with staff comments, and recommendation made by the Planning Commission. Each of these will need to be considered and a finding made for each request, which will be incorporated into a formal motion and report of findings at the next meeting.

It should be noted—although the following list may seem extensive the majority are specifically related to site constraints or having to translate Housing for the Elderly into other land uses that are similar, but not exact (*i.e.*, “square peg/round hole” scenario).

**The Board will need to consider each of the departures below.** The Report of Findings, which would be used for an approval, follows the Planning Commission’s recommendations.

No.	Section & PC Recommendation	Request	Staff Comments
1	11.04 PC – <b>Approve</b>	Convert the method of setback measurement from lot line to building, and replace it with building separation.	Due to the uniqueness of the site, and MSHDA requirements to have separate parcels for each use, staff found the best way to measure setbacks is via building separation instead of lot lines.
2	15A.04.5 PC – <b>Approve</b>	Waive the requirement to receive separate special land use approval to relocate an existing overhead utility pole and electrical line.	There is an existing utility pole that needs to be relocated to accommodate the site. There will not be any new overhead utility lines, and the remaining utilities will all be buried.
3	15A.10.3 PC – <b>Approve</b>	Allow the landscaping that must abut the walls to be planted 36” away from the building next to the stone maintenance strip.	MSHDA requires a certain distance that landscaping must be planted from the building, and the Developer’s preferred building design does not include downspouts, thus the maintenance strip is used to capture runoff. Generally, the additional distance still satisfies the intent of the regulation, which is to reduce the visual mass.

4	15A.10.5 PC – <b>Approve</b>	Remove the requirement that 75% of interior landscape islands be inside the parking lot and instead be along the perimeter.	As discussed above, the proposed parking lots are not expansive, and creating additional distance for the residents to walk from their vehicle to the building is counterintuitive to a development catering to residents that may have limited mobility.
5	15A.10.11 PC – <b>Approve</b>	Not requested by Developer.	Staff recommends the Planning Commission consider a departure from the deferred parking requirements that does not obligate the Township or Developer to identify additional parking spaces or draft an agreement regarding the parking.
6	15A.11 15A.11.3 PC – <b>Approve</b>	Allow the Assisted Living facility to be considered Multiple Family like the Congregate and Cottages for architectural purposes.	As discussed above, the Assisted Living facility has the least amount of visibility, but is technically an Institutional Use and would require a higher architectural standard than the other two uses. Staff did not see a benefit to requiring 1 out of 3 building types to have more architecture than the other buildings, which may reduce the cohesiveness of the site.
7	15A.13.1.B PC – <b>Approve</b>	Remove the requirement to vary the location, or recess the Cottage garage.	As discussed above, the Developer believes a recessed garage will reduce the visibility of the tenants and lead to damaged garages and vehicles.
8	17.05.1.E PC – <b>Approve</b>	<ul style="list-style-type: none"> <li>▪ Find the use of driveways built to OCRC road standards is permitted in order to remove the right-of-way requirement.</li> <li>▪ Find the separation between points of ingress/egress is sufficient and accommodates vehicular circulation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ As discussed above, due to site constraints it was not feasible to have a 66’ right-of-way, so it was requested to build the driving surface to OCRC standards, but allow them to be a driveway in order to remove the right-of-way.</li> <li>▪ Site constraints do not allow for the access points to meet the Township or OCRC spacing requirements. However, staff is generally comfortable with the proposed locations and the Developer made numerous revisions to improve internal circulation.</li> </ul>
9	19.07.28.D PC – <b>Approve</b>	Allow the Assisted Living facility to have frontage on the proposed driving surface instead of fronting onto a paved road like Lakeshore Drive.	The Assisted Living facility will still front on a driving surface that is built to OCRC road standards, but is proposing to not have a right-of-way. If the Planning Commission approves that request it should also approve this one. Furthermore, due to steep topography and site distance it is not feasible to have the Assisted Living building front onto Lakeshore Drive.

10	19.07.28.E PC – <b>Approve</b>	Allow accessory buildings, including the maintenance building, pergolas, and gazebos, to have a setback less than 75 feet.	The SLU provisions require a 75’ setback for all accessory structures. However, due to site constraints and the proposed design a 75’ setback for these structures does not serve a good purpose. As discussed above, it is not advisable to create more traveling distance for the residents because some may have limited mobility.
11	19.07.28.H PC – <b>Approve</b>	Allow parking spaces to be in front of the Assisted Living facility.	The SLU provisions require parking to be in the side or rear yard. Although a true front yard does not exist for this building it seems sensible to have the parking in the front to reduce the impact to the Cottage Hills Subdivision, provide more direct access to the building and adjacent driving surface, and maintain the natural landscape for residents to enjoy when looking out their windows.
12	20.12.5 20.12.6 PC – <b>Deny</b>	Allow a 6’-6” tall decorative fence for the Assisted Living Memory Care Courtyard.	Typically, the maximum fence height is 6’. However, due to the special needs of Memory Care patients and the Developer’s operation experience a 6’-6” fence is able to provide the safety and security of these patients.
13	21.02 PC – <b>Approve</b>	<ul style="list-style-type: none"> <li>▪ Allow a 3-story 37’-6” height for the Congregate building.</li> <li>▪ Reduce the minimum floor area requirement for the Congregate units from 884 sqft to 685 sqft.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The Accessibility regulations require first floor apartments to be on grade and not “garden” style to ensure people with disabilities and limited mobility can have uninterrupted access to their living quarters. Therefore, a 3-story departure should be approved, and the Commission will need to determine if a 2’-6” height departure is reasonable.</li> <li>▪ Unlike a typical apartment building the Congregate offers additional amenities and common areas that could be calculated as part of the minimum floor area.</li> </ul>
14	24.04.2 PC – <b>Approve</b>	Allow the minimum size of a parking space to be 10’x20’ instead of the required 9’x18’.	The Developer has supplied documentation from MSHDA that requires a minimum parking space size of 10’x20’ to assist elderly residents with parking maneuvers.

**SAMPLE MOTIONS**

If the Board finds the PUD application meets the applicable standards, the following motion can be offered:

**Motion to conditionally approve** the Village at Rosy Mound PUD application and rezoning of parcels 70-07-04-200-025, 70-07-04-400-028, and part of 70-07-04-100-028 from Service Professional (SP) to Planned Unit Development (PUD). This is based on the application meeting the requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance and Master Plan. The motion is subject to, and incorporates the following report. **This is the second reading.**

If the Board finds the PUD application does not meet the applicable standards, the following motion can be offered:

**Motion** to direct staff to draft a formal motion and report, which will **deny** the Village at Rosy Mound PUD application, with those discussion points which will be reflected in the meeting minutes. This will be reviewed and considered for adoption at the next meeting.

If the Board finds the applicant must make revisions to the PUD, the following motion can be offered:

**Motion to table** the Village at Rosy Mound PUD application, and direct the applicant to make the following revisions:

1. *List the revisions.*

Please contact me if this information raises questions.

**REPORT (TO BE USED WITH A MOTION TO APPROVE)**

Pursuant to the provisions of the Grand Haven Charter Township (the “Township”) Zoning Ordinance (the “Zoning Ordinance”), the following is the report of the Grand Haven Charter Township Board (the “Board”) concerning an application by RW Properties I LLC (the “Developer”) for approval of a Village at Rosy Mound Planned Unit Development (the “Project” or the “PUD”).

The Project will consist of three land uses that constitute a Housing for the Elderly development. This 26.92 acre Project will consist of one three-story 116-unit congregate building; one one-story 110-unit assisted living building; and twenty-seven one-story two-unit/three-unit/four-unit attached condominiums. The Project as recommended for approval is shown on a final site plan (the “Final Site Plan”), including landscaping (the “Final Landscape Plan”), elevation renderings (the “Final Elevations”), last revised 4/10/2017, and architectural plan sheet SK0.1 showing the stone veneer on

the garage-ports, carports, and dumpster enclosure (the “Final Misc. Site Plans and Details Sheet”), last revised 4/28/17; collectively referred to as the “Documentation,” presently on file with the Township.

The purpose of this report is to state the decision of the Board concerning the Project, the basis for the Board’s determination, and the Board’s decision that the Village at Rosy Mound PUD be approved as outlined in this motion. The Developer shall comply with all of the Documentation submitted to the Township for this Project. In granting the approval of the proposed PUD application, the Board makes the following findings pursuant to Section 17.04.3 of the Zoning Ordinance.

1. The Project meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, pursuant to Section 23.06.7, the Board finds as follows:
  - A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site will be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
  - B. Safe, convenient, uncontested, and well defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site. Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
  - C. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the Township.
  - D. Removal or alterations of significant natural features are restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Board has required that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
  - E. Areas of natural drainage such as swales, wetlands, ponds, or swamps are protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.
  - F. The site plan provides reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Landscaping shall be used, as appropriate, to accomplish these purposes.
  - G. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the Fire/Rescue Department.
  - H. All streets and driveways are developed in accordance with the Ottawa County Road Commission (“OCRC”) specifications, as appropriate. In addition, an internal sidewalk system and a non-motorized pathway within the Rosy Mound Drive right-of-way have been included.
  - I. Appropriate measures have been taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions have been made to accommodate stormwater, prevent erosion and the formation of dust.

- J. Exterior lighting is arranged so that it is deflected away from adjacent properties and so it does not interfere with the vision of motorists along adjacent streets, and consists of sharp cut-off fixtures to reduce light pollution and preserve the rural character of the Township.
  - K. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public streets, are screened.
  - L. Entrances and exits are provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site.
  - M. The Documentation conforms to all applicable requirements of County, State, Federal, and Township statutes and ordinances.
  - N. As appropriate, fencing will be installed around the boundaries of the Project if deemed necessary by either the Township or the Developer to prevent trespassing or other adverse effects on adjacent lands.
  - O. The general purposes and spirit of the Zoning Ordinance and the Master Plan of the Township are maintained.
2. The Board finds the Project meets the intent for a PUD, as described in Section 17.01.3 of the Zoning Ordinance. By approving this Project as a PUD, the Township has been able to negotiate various amenities and design characteristics as well as additional restrictions with the Developer, as described in this report, which the Township would not have been able to negotiate if the PUD Chapter of the Zoning Ordinance was not used.
3. Section 17.01.5, and Section 17.02.1.B.1-4 of the Zoning Ordinance, as well as Section 503 of the Michigan Zoning Enabling Act, allow for departures from Zoning Ordinance requirements; these provisions are intended to result in land use development that is substantially consistent with the goals and objectives of the Township Master Plan and the Zoning Ordinance, and consistent with sound planning principles. The Developer requested fourteen departures. The Board makes the following findings.
- A. Section 11.04 – convert the method of setback measurements to building separation.
    - i. The Board finds it acceptable to measure setbacks as building separations rather than distance from lot lines because the proposed parcel lines are needed for financing purposes and a building separation measurement satisfies the spirit and intent of setbacks.
  - B. Section 15A.04.5 – waive the requirement to receive separate special land use approval to relocate an existing overhead utility pole and electrical line.
    - i. The Board finds this acceptable because there will not be any additional overhead utility lines installed. This pole needs to be relocated to accommodate the stormwater retention basin.
  - C. Section 15A.10.3 – allow the landscaping that must abut the walls of the building to be planted 36” away to accommodate a stone maintenance strip, which is used to capture the roof runoff.
    - i. The Board finds this acceptable because it is unlikely the landscaping would survive if it was in the path of roof runoff. In addition, the applicant provided

visual evidence of a similar senior living campus that has the plantings 36” from the wall and the spirit and intent of reducing the visual mass is still satisfied.

- D. Section 15A.10.5 – do not require that 75% of the landscape islands be located inside the parking lot instead of on the edges.
  - i. The Board finds this acceptable because the proposed parking lots are not expansive. It is unnecessary to create a greater distance from entryways for residents that may have limited mobility. The trees and other landscaping that were required to be within this 75% were transferred to the perimeter, so there has not been a reduction in overall landscaping.
- E. Section 15A.10.11 – remove the requirement to create a separate deferred parking plan and agreement.
  - i. The Board finds this acceptable because the Overlay Zone would allow up to 1,364 spaces but the applicant is only requesting 180, which is also less than what is permitted by right. Due to the type of development and site constraints it is not likely, or feasible, to expand parking in the future. Furthermore, granting this departure would require the applicant to apply for a Major Amendment to the PUD if additional parking was requested in the future.
- F. Sections 15A.11 and 15A.11.3 – allow the Assisted Living building to be considered a Multiple Family use under the Overlay Zone land use categories as it relates to architectural requirements.
  - i. The Board finds this acceptable because the Congregate building and Cottages are Multiple Family, but technically the Assisted Living building would be considered Institutional. Institutional uses have a higher architectural requirement, but the Assisted Living building has the least amount of visibility. In addition, the development may lack cohesion if one building is treated differently than the others as it relates to architecture.
- G. Section 15A.13.1.B – remove the requirement to vary the Cottage garage locations and/or recess them into the buildings.
  - i. The Board finds the spirit and intent of the architectural requirements of the Overlay Zone are satisfied because the Cottage design does not result in a “flat-faced” building. The covered front porch and varying rooflines add depth and dimension, which is satisfactory.
- H. Section 17.05.1.E – requesting two departures—(1) permitted to classify the “roads” as driveways so long as they are constructed to OCRC standards because the site is not conducive to a 66’ road right-of-way; and (2) find the separation between access points is sufficient to accommodate vehicular circulation even though they do not comply with the OCRC spacing standards.
  - i. Request 1 – the Board finds this acceptable because the “roads” will be constructed to OCRC standards and there is no potential for future road widening. Additionally, Fire/Rescue has approved the maneuverability as shown on the site plans, so there are no concerns about emergency vehicles having adequate access throughout the site. Furthermore, easements are still being provided for private and public utilities, so all organizations will still have access to their

infrastructure. Lastly, driveways are considered private, so taxpayer dollars would not have to be spent on any “road” improvements.

- ii. Request 2 – the Board finds this acceptable because the established minimum spacing standards are prohibitive to this site and would not improve vehicular circulation. The applicant has taken significant steps to improve maneuverability and reduce locations where vehicles could have negative interactions. Furthermore, because the “roads” are technically driveways the spacing standards could be considered a moot requirement.
- I. Section 19.07.28.D – find the Assisted Living buildings frontage on the site’s main “road” is sufficient to comply with the Special Land Use requirement to front onto a paved roadway.
    - i. The Board finds this acceptable because it has a direct relationship to departure request and finding H. above, which finds the driveways to be “roads.”
  - J. Section 19.07.28.E – allow accessory buildings, including the maintenance building, pergolas, and gazebos, to have a setback less than 75’.
    - i. The Board finds this acceptable because a 75’ setback for the maintenance building does not serve a good purpose based on the location, which is setback over 75’ from the south boundary line that abuts Cottage Hills Subdivision. Furthermore, there is a steep topographical incline along Lakeshore Drive, which will screen the maintenance building from view. The remaining accessory buildings are appropriately located within the courtyards and walking paths of the Assisted Living building, and should not be placed any farther from the building to ensure residents with limited mobility are able to utilize these amenities.
  - K. Section 19.07.28.H – allow parking spaces to be located in the front of the Assisted Living building.
    - i. The Board finds this acceptable because no good purpose is served by creating more distance for residents to travel from their vehicle to entryways. Additionally, parking in the rear would remove the transition area and screening between the project site and the Cottage Hills Subdivision. Furthermore, parking in the rear would remove the natural landscape, thus removing the view residents have from their rooms.
  - L. Section 20.12.5 and 20.12.6 – request a 6’-6” tall fence around the Memory Care Courtyard of the Assisted Living building because operational experience has found the additional 6” prevents patient escape.
    - i. The Board does not find this request acceptable because the residents can be monitored to prevent escape; other memory care facilities do not have a fenced enclosure and do not have issues with escapees; and approving this request without compelling evidence that creates a distinction between this situation and any other where a person could escape over a fence, could set an undesired precedent.
  - M. Section 21.02 – requesting two departures (1) allow a three-story 37’-6” Congregate building; and (2) reduce the minimum floor area requirement to 685 square feet.

- i. Request 1 – the Board finds this acceptable because the building code requires ground floor units to ensure accessibility, rather than “garden” style, and the requested height aligns with other departures granted for similar projects.
  - ii. Request 2 – the Board finds this acceptable because unlike a typical apartment building the Congregate offers additional common areas and amenities within the building that are not typically offered at multiple family developments. Furthermore, if this additional common area were calculated as part of the minimum floor area the minimum unit size would be 815 square feet. Also, there are minimum age requirements to live in the Congregate building, so at most there are two tenants per dwelling, but according to the applicant 75% of the residents are single person households.
- N. Section 24.04.2 – allow the minimum parking space size to be 10’ x 20’ because MSHDA-funded projects are required to have a minimum space of 10’ x 20’ to assist elderly residents with parking maneuvers.
  - i. The Board finds this acceptable because documentation was supplied from MSHDA that establishes the 10’ x 20’ requirement.
- 4. Compared to what could have been constructed by right, the Project has been designed to accomplish the following objectives from Section 17.01.4 of the Zoning Ordinance.
  - A. The Project will encourage the use of land in accordance with its natural character and adaptability;
  - B. The Project will promote the conservation of natural features and resources;
  - C. The Project will promote innovation in land use planning and development;
  - D. The Project will promote the enhancement of housing and commercial employment for the residents of the Township;
  - E. The Project will promote greater compatibility of design and better use between neighboring properties;
  - F. The Project will promote more economical and efficient use of the land while providing a harmonious variety of housing choices; and
  - G. The Project will promote the preservation of open space.
- 5. The Project meets the following qualification requirements of Section 17.02 of the Zoning Ordinance:
  - A. The Project meets the minimum size of five acres of contiguous land.
  - B. The PUD design substantially promotes the Intent and Objectives of Section 17.01 of the Zoning Ordinance; it further permits an improved layout of land uses and roadways that could not otherwise be achieved under normal zoning.
  - C. The Project contains three separate and distinct residential uses—congregate, assisted living, and cottages.
  - D. The Project site exhibits significant natural features encompassing more than 25% of the land area, which will be preserved as a result of the PUD plan and includes forested areas and wetlands.

- E. The Project site has distinct physical characteristics which makes compliances with the strict requirements of the Zoning Ordinance impractical.
6. The Board also finds the Project complies with the general PUD Design Considerations of Section 17.05 of the Zoning Ordinance.
- A. The stormwater management system for the Project and the drainage facilities will properly accommodate stormwater on the site, will prevent runoff to adjacent properties, and are consistent with the Township's groundwater protection strategies.
  - B. The Project will not interfere with or unduly burden the water supply facilities, the sewage collection and disposal systems, or other public services such as school facilities, park and recreation facilities, etc.
  - C. Utility services within the Project shall be underground. This includes but is not limited to electricity, gas lines, telephone, cable television, public water and sanitary sewer.
  - D. The internal road system in the Project is designed to limit destruction of existing natural vegetation and to decrease the possibility of erosion.
  - E. Vehicular circulation, traffic and parking areas have been planned and located to minimize effects on occupants and users of the Project and to minimize hazards to adjacent properties and roadways.
  - F. Parking requirements for each use have been determined to be in accordance with Chapter 24 (Parking, Loading Space, and Signs), and the deviations from Section 15A.10.10 and 15A.10.11 are covered elsewhere in this Report.
  - G. Street lighting will be installed in the same manner as required under the Township's Subdivision Control Ordinance.
  - H. Buildings in the Project have been sited to protect natural resources. Natural features such as natural grade, trees, vegetation, water bodies and others have been incorporated into the Documentation.
  - I. Architectural design features visually screen the mechanical and service areas from adjacent properties, public roadways, and other public areas.
  - J. The exterior walls greater than 50 feet in horizontal length or that can be viewed from a public street contain a combination of architectural features, variety of building materials, and landscaping near the walls.
  - K. Onsite landscaping abuts the walls so the vegetation combined with architectural features significantly reduce the visual impact of the building mass when viewed from the street.
  - L. The predominant building materials have been found to be those characteristic of the Township such as brick, native stone, and glass products. Pre-fabricated metal garage-ports and car-ports will include accent materials similar to the main buildings so as not to dominate the building exterior of the structure.
  - M. Landscaping, natural features, open space and other site amenities have been located in the Project to be convenient for occupants of, and visitors to, the PUD.
  - N. The Project is reasonably compatible with the natural environment of the site and the adjacent premises.
  - O. The Project will not unduly interfere with the provision of adequate light or air, nor will

- it overcrowd land or cause an unreasonably severe concentration of population.
- P. Exterior lighting within the Project complies with Chapter 20A for an LZ 3 zone.
  - Q. Outside storage of materials shall be screened from view.
  - R. Signage is compliant with Section 24.13 of the Zoning Ordinance.
  - S. The Project will not have a substantially detrimental effect upon or substantially impair the value of neighborhood property, as long as all of the standards and conditions of this approval of the Project are satisfied.
  - T. The Project is in compliance with all applicable Federal, State, County, and local laws and regulations. Any other permits for development that may be required by other agencies shall be available to the Township Board before construction is commenced.
  - U. A maximum of one driveway or street opening per existing public street frontage has been permitted.
  - V. The Project provides adequate accessibility for residential development with more than 24 dwelling units.
  - W. The Project satisfies the minimum open space of 20 percent required by the Zoning Ordinance.
  - X. The open space in the Project is large enough and properly dimensioned to contribute to the purpose and objectives of the PUD.
  - Y. The open space in the Project consists of contiguous land area which is restricted to non-development uses.
  - Z. The open space in the Project will remain under common ownership or control.
  - AA. The open space in the Project is set aside by means of conveyance that satisfies the requirements of Section 17.05.5.G of the Zoning Ordinance.
  - BB. The Project abuts a single family residential district and a woodland will provide a sufficient obscuring effect and act as a transitional area.
  - CC. The Project is consistent with the goals and objectives of the Master Land Use Plan. Specifically, it is consistent with the Master Plan designation of the property in question.
7. The Board also finds the Project complies with the Overlay Zone findings and statement of purpose found in Section 15A.01 and 15A.04.6 of the Zoning Ordinance.
- A. The Project accommodates a variety of uses permitted by the underlying zoning, but ensures such uses are designed to achieve an attractive built and natural environment.
  - B. The Project provides architectural and site design standards that are more demanding than required elsewhere in the Township in order to promote harmonious development and complement the natural characteristics in the western sections of the Township.
  - C. The Project promotes public safety and efficient flow of vehicular traffic by minimizing conflicts from turning movements resulting from the proliferation of unnecessary curb cuts and driveways.
  - D. The Project ensures safe access by emergency vehicles.

- E. The Project encourages efficient flow of traffic by minimizing the disruption and conflicts between through traffic and turning movements.
  - F. The Project preserves the capacity along US-31 and other roads in the Overlay Zone by limiting and controlling the number and location of driveways, and requires alternate means of access through service drives.
  - G. The Project seeks to reduce the number and severity of crashes by improving traffic operations and safety.
  - H. The Project requires coordinated access among adjacent lands where possible.
  - I. The Project provides landowners with reasonable access, although the number and location of access points may not be the arrangement most desired by the Developer.
  - J. The Project requires demonstration that prior to approval of any land divisions, the resultant parcels are accessible through compliance with the access standards.
  - K. The Project preserves woodlands, view sheds, and other natural features along the corridor.
  - L. The Project ensures that distractions to motorists are minimized by avoiding blight and clutter while providing property owners and businesses with appropriate design flexibility and visibility.
  - M. The Project implements the goals expressed in the US-31/M-45 Corridor Study.
  - N. The Project establishes uniform standards to ensure fair and equal application.
  - O. The Project addresses situations where existing development within the Overlay Zone does not conform to the standards.
  - P. The Project promotes a more coordinated development review process with the Michigan Department of Transportation and the OCRC.
  - Q. The Project buildings and site design complement the existing and desired character within the Overlay Zone.
  - R. The Project's existing views to natural areas, woodlands and other natural features, will be preserved to the extent practical.
  - S. The number of access points within the Project have been restricted to the fewest needed to allow motorists reasonable access to the site.
  - T. The Project's access spacing from intersections, other driveways, and any median crossovers meet the standards within the Overlay Zone, and the standards of applicable MDOT and the OCRC, and are the maximum practical.
  - U. Provisions for this Project have been made to share access with adjacent uses, either now or in the future, including any necessary written shared access and maintenance agreements.
  - V. Traffic impacts associated with the Project are accommodated by a road system that will not degrade the level of service below one grade, and in no case shall any movements be projected at a level of service below D, unless improvements are made to address the impacts.
8. The Board also finds the Project shall comply with the below additional conditions as well.

- A. Obtain an easement from the Grand Haven Area Public School district to install the emergency access on Lakeshore Drive. This easement shall be reviewed and approved by the Township Attorney prior to recording with the Register of Deeds. This easement shall be recorded prior to the issuance of building permits.
- B. Add an additional sidewalk from Cottage 1 to Rosy Mound Drive to provide greater walkability on the site.
- C. The Developer shall incorporate additional shielding to light fixtures along the southern boundary line that abuts the Cottage Hills Subdivision as well as the Northwest corner of the site that abuts the Rosy Mound Elementary School to ensure light does not spill into the adjacent dwellings.
- D. The open space conveyance document shall be revised to exclude the stormwater retention basins, and all figures updated accordingly throughout the Documentation. This revised conveyance shall be reviewed and approved by the Township Attorney prior to recording with the Register of Deeds. This document shall be recorded prior to issuance of building permits.
- E. Revise Sheet C-205 that excludes the stormwater retention basins and that reflects the true open space figures presented on Sheet L-100. This will ensure there is no confusion regarding the proposed designated open space.
- F. The Developer shall provide documentation from the Grand Haven Board of Light and Power regarding streetlights—if they will be metered or if a Special Assessment Lighting District is required. This subject must be satisfied prior to receiving an occupancy certificate.
- G. The Township and Developer shall enter into a Payment in Lieu of Taxes (PILOT) agreement pursuant to the MSHDA requirements, and also referred to as the Tax Exemption Ordinance. The language of the Agreement shall be approved by the Township Attorney, and approved by the Township Board. The Agreement shall be executed and recorded with the Register of Deeds prior to receiving a building permit.
- H. Must obtain permits from all applicable agencies including the OCRC, Ottawa County Water Resources Commissioner, State of Michigan, etc. Permits shall be obtained before building permits are issued.
- I. The Developer shall enter into a PUD Contract with the Township, which will be drafted by the Township Attorney and approved by the Township Board prior to receiving a building permit.
- J. The Developer shall enter into a modified version of the typical Private Road Maintenance Agreement with the Township, which will be drafted by the Township Attorney and approved by the Township Board prior to receiving a building permit.
- K. Any violation of the conditions constitute a violation of the Zoning Ordinance, and in addition to the remedies provided therein, shall be cause for the Township Board to suspend or revoke any zoning or building permit applicable to the Project.
- L. The right is reserved by the Township to impose additional conditions if reasonably necessary to achieve the purposes of the Zoning Ordinance.
- M. The PUD approval is personal to the Developer and shall not be transferred by the Developer to a third party without the prior written consent of the Township.

- N. Except as expressly modified, revised or altered by these conditions the Project shall be acquired, developed, and completed in conformance with the Zoning Ordinance, as amended, and all other applicable Township ordinances.
  - O. This approval is also conditioned upon the Developer meeting all applicable Federal, State, County and Township laws, rules and ordinances.
  - P. The Developer shall comply with all of the requirements of the Documentation, specifically including all of the notes contained thereon, and all of the representations made in the written submissions by the Developer to the Township for consideration of the Project.
  - Q. In the event of a conflict between the Documentation and these conditions, these conditions shall control.
9. The Board finds that the Project complies with the uses permitted for a residential planned unit development, as described in Section 17.07.2.A of the Zoning Ordinance—Housing for the Elderly.



GRAND HAVEN CHARTER TOWNSHIP

## Community Development Memo

DATE: June 5, 2017  
TO: Township Board  
FROM: Stacey Fedewa, Community Development Director  
RE: Village at Rosy Mound – Tax Exemption Ordinance

### BACKGROUND

There are two items related to the Village at Rosy Mound project on the Board's agenda. The first, is the PUD application. The second, is the proposed Tax Exemption Ordinance, which is commonly referred to as a Payment in Lieu of Taxes (PILOT) agreement. On May 22<sup>nd</sup> the Board adopted a motion for the first reading.

### BASIC INFORMATION

Currently, the full 27-acres of land is 100% tax exempt because it is owned by Ottawa County. If the PUD is approved, and the Tax Exemption Ordinance adopted, then 20-acres will be fully taxable and the other 7-acres (*dedicated to the Congregate building*) will be subject to a Payment in Lieu of Taxes (PILOT) Agreement, which will result in approximately \$56,000 in revenue annually.

If the Board approves the Village at Rosy Mound PUD then a second reading should also be granted for the Tax Exemption Ordinance. Essentially, the PUD application and Tax Exemption Ordinance are not mutually exclusive, and one should not be approved without the other.

### SAMPLE MOTIONS

If the Board approved the Village at Rosy Mound PUD application, the following motion can be offered:

**Motion to approve** and adopt the Tax Exemption Ordinance for the Village at Rosy Mound PUD project to allow affordable rent-rates for certain apartment units within the Congregate Building. **This is the second reading.**

If the Village at Rosy Mound PUD application was tabled, the following motion can be offered:

**Motion to table** the Tax Exemption Ordinance for the Village at Rosy Mound project because the Developer must revise the underlying PUD application. This Ordinance will be brought back for consideration when the Developer provides a revised application.

GRAND HAVEN CHARTER TOWNSHIP ORDINANCE NO. \_\_\_\_

TAX EXEMPTION ORDINANCE FOR THE VILLAGE AT ROSY MOUND

Adopted: \_\_\_\_\_

Effective: \_\_\_\_\_

An Ordinance to provide for a service charge in lieu of taxes for a multiple family dwelling project for elderly persons of low income to be financed or assisted pursuant to the provisions of the State Housing Development Authority Act of 1966.

THE CHARTER TOWNSHIP OF GRAND HAVEN, OTTAWA COUNTY, MICHIGAN, ORDAINS:

SECTION 1. Name of Ordinance.

This Ordinance shall be known and cited as the "Grand Haven Charter Township Tax Exemption Ordinance for The Village at Rosy Mound."

SECTION 2. Preamble.

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its Elderly citizens of low income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the State Housing Development Authority Act of 1966 (1966 PA 346, as amended, MCL Section 125.1401 et. seq.; the "Act"). Grand Haven Charter Township (the "Township") is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for Elderly persons of low income is a public necessity, and as the Township will be benefitted and improved by such housing, the encouragement of the same by providing certain real estate tax exemption for such housing is a valid public purpose; further, that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of Housing Developments which are constructed and financed in reliance on such tax exemption.

The Township acknowledges that Rosy Mound Limited Dividend Housing Association Limited Partnership (the "Sponsor") has offered subject to receipt of a Mortgage Loan from the Michigan State Housing Development Authority, to erect, own and operate a 116 unit Elderly Housing Development identified as The Village at Rosy Mound on certain property more fully described in Exhibit A, which is attached hereto, in the Township to serve Elderly persons of low income, and that the Sponsor has offered to pay the Township on account of this Housing Development an annual service charge for public services in lieu of all taxes.

SECTION 3. Definitions.

- A. Act means the State Housing Development Authority Act, being Public Act 346 of 1966, of the State of Michigan, as amended.
- B. Annual Shelter Rent means the total collections during an agreed annual period from all occupants of a Housing Development or any amount paid to the Sponsor on behalf of any occupant representing rent or occupancy charges, exclusive of charges for fuel, water, sanitary sewer service, electrical service, or other utilities furnished to the occupants.
- C. Authority means the Michigan State Housing Development Authority.
- D. Elderly means a single person who is 55 years of age or older, or housing occupied by a family and/or household in which at least one member is 55 years of age or older and all other members are 50 years of age or older.
- E. Housing Development means a development which contains a significant element of housing for Elderly persons of low income and such elements of other housing, commercial, recreational, industrial, communal, and educational facilities as the Authority determines improve the quality of the Housing Development as it relates to housing for Elderly persons of low income.
- F. Housing for the Elderly means housing occupied by a single person who is 55 years of age or older, or housing occupied by a family and/or household in which at least one member is 55 years of age or older and all members are 50 years of age or older.
- G. Mortgage Loan means a loan to be made by the Authority to the Sponsor for the construction and/or permanent financing of the Housing Development.
- H. Sponsor means person(s) or entities which have applied to the Authority for a Mortgage Loan to finance a Housing Development, specifically The Village at Rosy Mound.
- I. Utilities mean fuel, water, sanitary sewer service, electrical service, and other utilities which are paid by the Housing Development.

SECTION 4. Class of Housing Developments.

It is determined that the class of Housing Developments to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be Housing for the Elderly, which are financed or assisted pursuant to the Act including, but not limited to an allocation

of low income housing tax credit. It is further determined that The Village at Rosy Mound is of this class.

SECTION 5. Establishment of Annual Service Charge.

The Housing Development identified as The Village at Rosy Mound and the property on which it is constructed shall be exempt from all property taxes from and after the commencement of construction. The Township, acknowledging that the Sponsor and the Authority have established the economic feasibility of the Housing Development in reliance upon the enactment and continuing effect of this Ordinance and the qualification of the Housing Development for exemption from all property taxes and a payment in lieu of taxes as established in this Ordinance, and in consideration of the Sponsor's offer, subject to receipt of a Mortgage Loan from the Authority, to construct, own and operate the Housing Development, agrees to accept payment of an annual service charge for public services in lieu of all property taxes. The annual service charge shall be equal to four percent (4%) of the difference between the Annual Shelter Rents actually collected and Utilities. The Township shall distribute the annual service charge among all local units of government with general property tax authority over the property, but for the tax exemption granted by this Ordinance, as required by Section 15a(4) of the Act.

SECTION 6. Limitation on the Payment of Annual Service Charge.

Notwithstanding Section 5 above, the service charge to be paid each year in lieu of taxes for the part of the Housing Development which is tax exempt and which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the Housing Development if the Housing Development were not tax exempt.

The term "low income" as used herein shall be the same as found in Section 15a(7) of the Act.

SECTION 7. Contractual Effect of Ordinance.

Notwithstanding the provisions of Section 15a(5) of the Act, to the contrary, a contract between the Township and the Sponsor with the Authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Ordinance.

SECTION 8. Payment of Service Charge.

The service charge in lieu of taxes as determined under the Ordinance shall be payable in the same manner as general property taxes are payable to the Township except that the annual payment shall be paid on or before August 1<sup>st</sup> of each year. On or before June 1<sup>st</sup> of each year, the Sponsor shall file with the Township an audit showing the number of units in The Village at Rosy Mound

occupied by Elderly persons of low income as of December 31 of the previous year, and showing the rent or occupancy charges received from those units during the previous calendar year.

SECTION 9. Benefits.

The benefits of the property tax exemption granted pursuant to this Ordinance shall be for the benefit of low-income households residing at The Village at Rosy Mound in the form of reduced Annual Shelter Rent. The Sponsor shall, at the request of the Township, submit to the Township such evidence and documentation as may be reasonably necessary to demonstrate the ongoing rent differential between low-income rents and market rate rents and to ensure the Sponsor's compliance with this requirement.

SECTION 10. Duration.

This Ordinance shall remain in effect and shall not terminate so long as the Mortgage Loan remains outstanding and unpaid or the Authority has any interest in the property; provided, that construction of the Housing Development commences within one year from the effective date of this Ordinance.

SECTION 11. Lien.

The service charges in lieu of taxes payable under this Ordinance shall be a lien on The Village at Rosy Mound, and if delinquent, shall be collected and enforced in the same manner as general property taxes.

SECTION 12. No Severability.

The various sections and provisions of this Ordinance shall not be deemed to be severable. Should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall terminate the validity of the Ordinance, unless the Township takes action to readopt the remaining provisions of this Ordinance.

SECTION 13. Effective Date.

This Ordinance was approved and adopted by the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, on \_\_\_\_\_, after introduction and a first reading on \_\_\_\_\_, and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on \_\_\_\_\_, which date is at least 30 days after publication of the Ordinance.

\_\_\_\_\_  
Mark Reenders, Supervisor

\_\_\_\_\_  
Laurie Larsen, Clerk

**CERTIFICATE**

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Tax Exemption Ordinance for The Village at Rosy Mound was adopted at a regular meeting of the Grand Haven Charter Township Board held on \_\_\_\_\_, 2017. The following members of the Township Board were present at that meeting: \_\_\_\_\_

\_\_\_\_\_.

The following members of the Township Board were absent: \_\_\_\_\_.

The Ordinance was adopted by the Township Board with members of the Board \_\_\_\_\_ voting in favor and members of the board \_\_\_\_\_ voting in opposition.

The Ordinance was published as required after adoption on \_\_\_\_\_, 2017.

\_\_\_\_\_  
Laurie Larsen, Township Clerk

## EXHIBIT A

### SENIOR CONGREGATE MSHDA PARCEL (REVISED):

Part of Section 4, Town 7 North, Range 16 West, Grand Haven Township, Ottawa County, Michigan, described as: Commencing at the South 1/4 corner of said section; thence N00°14'49"E 1669.02 feet along the North-South 1/4 line of said section; thence N89°56'15"W 1299.16 feet along the South line of the North 3/4 of the Northeast 1/4 of the Southwest 1/4 of said section; thence Northwestly 203.39 feet along a 51517.06 foot radius curve to the right, said curve having a central angle of 00°13'34", and a chord that bears N00°06'44"W 203.39 feet along the East right-of-way line of Lakeshore Drive to the Point of Beginning; thence continuing along said right-of-way line Northeastly 503.27 feet along a 51517.06 foot radius curve to the right, said curve having a central angle of 00°33'35", and a chord bearing N00°16'51"E 503.27 feet; thence N89°58'54"E 713.75 feet; thence S62°36'28"E 72.28 feet; thence Northeastly 36.27 feet along a 224.00 foot radius curve to the right, said curve having a central angle of 09°16'37", and a chord bearing N50°32'44"E 36.23 feet; thence Northeastly 156.94 feet along a 400.00 foot radius curve to the left, said curve having a central angle of 22°28'49", and a chord bearing N43°56'38"E 155.94 feet; thence N32°42'13"E 89.74 feet; thence Northeastly 34.96 feet along a 100.00 foot radius curve to the left, said curve having a central angle of 20°01'54", and a chord bearing N22°41'17"E 34.78 feet; thence N12°40'20"E 101.38 feet; thence along the Southerly right-of-way line of Rosy Mound Drive Southeastly 24.01 feet along a 395.33 foot radius curve to the left, said curve having a central angle of 03°28'45", and a chord bearing S78°04'15"E 24.00 feet; thence S12°40'20"W 101.69 feet; thence Southwestly 43.35 feet along a 124.00 foot radius curve to the right, said curve having a central angle of 20°01'54", and a chord bearing S22°41'17"W 43.13 feet; thence S32°42'13"W 89.74 feet; thence Southwestly 166.36 feet along a 424.00 foot radius curve to the right, said curve having a central angle of 22°28'49", and a chord bearing S43°56'38"W 165.29 feet; thence Southwestly 86.48 feet along a 200.00 foot radius curve to the left, said curve having a central angle of 24°46'28", and a chord bearing S42°47'49"W 85.81 feet; thence S30°24'35"W 34.35 feet; thence S11°09'03"W 253.58 feet; thence S45°00'00"W 11.89 feet; thence N90°00'00"W 558.19 feet; thence S13°36'11"W 70.24 feet; thence S00°00'00"W 55.53 feet; thence N89°59'31"W 114.21 feet to the Point of Beginning. Containing 6.97 acres.

Subject to easements, restrictions, and rights-of-way of record.



## Fire/Rescue Memo

DATE: June 7, 2017

TO: Grand Haven Charter Township Board of Trustees

FROM: Chief Tom Gerencer

RE: Grand Haven Township Support Emergency Operations Plan

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On May 8, 2013 the Township Board approved a 4-year Support Emergency Operations Plan (*i.e.* SEOP). Therefore, a new 4 year SEOP has been updated and is recommended for approval by the Public Safety Committee. A SEOP is used to identify the responsibilities of Grand Haven Charter Township and Ottawa County in regard to pre-disaster emergency management activities. The SEOP provides Grand Haven Charter Township officials with the tools needed for various types of emergencies or disasters that may affect the community.

The SEOP will be used in conjunction with the Ottawa County Emergency Operations Plan. The SEOP will be maintained in accordance with the standards of the current Ottawa County Emergency Operations Plan.

If the Board supports the Public Safety Committee's recommendation, the following motion could be offered:

*Move to authorize the Township Superintendent and Supervisor to sign the updated Support Emergency Operations Plan and incorporate the plan into the Ottawa County emergency management plan.*

Please see an attached copy of the SEOP for your review.

# **Support Emergency Operations Plan**

## **Grand Haven Charter Township**

An all-hazards plan supporting the Ottawa County Emergency Action Guidelines, for use in the event of disaster or severe emergency of natural, human, wartime, technological, or terrorism origin.

**May 2017**



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**Promulgation Document**

**Officials of Grand Haven Charter Township, in conjunction with the County and State Emergency Management agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.**

**This plan, when used properly and kept up to date, will assist local government officials in accomplishing their primary responsibilities of protecting lives and property in their community. This plan and its provisions are official once signed and dated below by the Chief Executive Official (CEO) of the jurisdiction.**

\_\_\_\_\_

**Township Supervisor**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Township Superintendent**

\_\_\_\_\_

**Date**





### Record of Distribution

The following is a list of the individuals and facilities that have been provided a copy of the Emergency Support Plan in order to conduct the assigned tasks addressed in this plan.

Title of Recipient	Name of Recipient	Agency	Date	Number of Copies
Township Supervisor	Mark Renders	Grand Haven Township		1
Township Superintendent	William Cargo	Grand Haven Township		1
Township Fire Chief	Tom Gerencer	Grand Haven Township		1
County Emergency Management Director	Beth Thomas	OCES		1
Communications and Warning Official	Tom Gerencer	Grand Haven Township		1
Damage Assessment Official	Denies Chalifoux	Grand Haven Township		1
Law Enforcement Official	Ottawa County Sheriff's Office	OCSO		1
Human Services Official	American Red Cross	American Red Cross		1
Medical Services Official	Tom Gerencer	Grand Haven Township		1
Public Information Official	William Cargo	Grand Haven Township		1

# Support Emergency Operations Plan

## Purpose

Grand Haven Charter Township has elected to be incorporated into the Ottawa County Emergency Management Program. The Support Emergency Operations Plan (Support EOP or “Support Plan”) describes how Grand Haven Township will handle large-scale emergency situations in cooperation with Ottawa County Emergency Management.

This Support EOP uses a graduated response strategy that is in proportion to the scope and the severity of an incident in an effort to save lives, reduce injuries, and preserve property. It provides township officials with a general concept of potential emergency assignments before, during, and following emergency situations. It also establishes the guidelines for conducting efficient, effective, and coordinated emergency operations involving the use of all resources belonging or available to the township.

This Support Plan is to be used in conjunction with the Ottawa County Emergency Plan (EAG). The Support Plan will be maintained in accordance with the standards set by Michigan State Police Emergency Management and Homeland Security Division (MSP/EMHSD) for the Ottawa County Emergency Management Program.

The Support Plan must be signed by the current Chief Executive Official (CEO) each time it is updated, with the exception of the following activities:

1. Minor updates e.g. name changes, grammar, spelling, or layout changes
2. Updates to the checklists

These updates may occur without the CEO signature by the following individuals:

1. Emergency Management Liaison
2. Department Head responsible for a checklist

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, namely the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF) which integrates the federal government into a single, all discipline, and all-hazards plan. This Support EOP has integrated NIMS concepts, including the Incident Command System (ICS), and language to help incident management operate in accordance to the NIMS using the guidance provided by the Department of Homeland Security (DHS).

During an emergency, all response personnel will use the ICS to manage the incident and employ emergency resources at the site. The Emergency Operations Center (EOC) will coordinate additional resources when needed.

## Scope

The Grand Haven Township Support Emergency Operations Plan (Support EOP or Support Plan) is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Agencies that have been assigned supporting roles in this plan have developed and will maintain SOPs that provide systematic instructions for accomplishing their assigned functions. The township conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate efficient emergency management operations, Grand Haven Township continues to implement the NIMS.

## Authorities and References

- A. The Grand Haven Charter Township Superintendent, as the Chief Executive Officer of the Township reporting to the Township Board is responsible for the oversight of the Grand Haven Township emergency management program. The Superintendent may designate subordinate department heads to assist in the development and implementation of the emergency management program in the event of an emergency.
- B. Authority of local officials during an emergency:
  - 1. 1976 PA 390, as amended,
  - 2. Grand Haven Charter Township, local Emergency Management resolution,
  - 3. Grand Haven Township Board, adoption of the Support EOP,
  - 4. Executive Directive No. 2005-09, the state adoption of the NIMS,
  - 5. The Robert T. Stafford Disaster Relief and Emergency Assistance Act,
  - 6. Emergency Planning and Community Right to Know Act of 1986 (EPCRA) also known as the Superfund Amendments and Reauthorizations Act (SARA), Title III,
  - 7. Good Samaritan Law and Know Act of 1986.
- C. References used to develop the Support EOP:
  - 1. National Incident Management System (NIMS),
  - 2. National Response framework (NRF),
  - 3. Michigan Emergency Management Plan (MEMP),
  - 4. Ottawa County Emergency Action Guidelines (EAG),
  - 5. Pub 204, MSP/EMHSD.

## Plan Development and Maintenance

To ensure that this Support EOP addresses the needs of the community and is consistent with the Ottawa County EAG, this document was developed in a cooperative, whole community effort between Grand Haven Township and Ottawa County Emergency Management. The Support Plan is updated after every change of the Township Superintendent or update to the County EAG. After the plan is adopted by resolution of the township board and approved by the CEO, it is forwarded to the County Emergency Management Director. The plan will be implemented, tested through exercises in concurrence with county officials, and maintained in accordance with the standards of the Ottawa County EAG.

This plan has been provided to local township officials, the County Emergency Management Director and all agencies tasked within the document. It includes this basic plan, which provides an overview of the townships' preparedness and response strategies, and checklists (functional annexes) that describe the actions, roles and responsibilities of participating township representatives during a large-scale incident or disaster.

## Overview of the Township

Grand Haven Township has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:

1. The mitigation of potential hazards,
2. Identification of emergency response agencies and mechanisms that will protect life and property before, during and after an emergency,
3. Tasking agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under the section "Organization and Assignment of Responsibilities."
4. Integration with the county EAG, county Hazard Mitigation Plan, and the MEMP.

### Community Profile

Grand Haven Charter Township is located in the northwest quadrant of Ottawa County, along the Lake Michigan shoreline. The community has a population of 15,178 residents (U.S. Census 2010). Many of the residents that require functional needs support services (FNSS) reside in congregate care centers, while others reside in non-group homes where support is provided as needed or on-call.

### Hazard and Risk Analysis

According to the Ottawa County Hazard Mitigation Plan, communities in the county are most vulnerable to severe winter weather, electrical failure, tornados, riverine flooding, and cyber/communications failure. Certain areas within Grand Haven Township are especially vulnerable to riverine flooding and shoreline erosion. Additional hazards that have been identified as unique to Grand Haven

Township include sanitary sewer and water system failure.

At the time of the update of this plan, thirteen sites that contain extremely hazardous materials are located in Grand Haven Township. Facility owners have reported the types of hazardous materials that are stored on-site, as required by the Emergency Planning and Community Right-To-Know Act (EPCRA). Pursuant to SARA Title III requirements, off-site emergency response plans have been developed by the Ottawa County Local Emergency Planning Committee (LEPC) to prepare fire departments for responding to the release of the specific hazardous materials on these sites.

#### **Relationship between Grand Haven Township and Ottawa County**

Emergency management and response are primarily local responsibilities. However, disasters and large-scale emergencies might exhaust the resources and capabilities of local governments. Therefore, Grand Haven Township has chosen to incorporate into the Ottawa County Emergency Management Program. To coordinate emergency management related matters with the County Emergency Management Program, the township has appointed the Fire Chief to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between the township and county, and is the local point of contact for the County Emergency Management Director.

### **Planning Assumptions**

- The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in Grand Haven Township.
- Some incidents occur with enough warning that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
- Depending upon the severity and magnitude of the situation, local resources may not be adequate to handle an incident. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements (MAAs)/memorandums of understanding (MOUs), and/or county, state and federal sources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.
- All emergency response agencies within Grand Haven Township that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, restore services and protect the environment.
- When a jurisdiction receives a request to assist another jurisdiction, reasonable

actions will be taken to provide the assistance as requested.

- Emergency planning is a work-in-progress; the Support EOP is consistently reviewed and updated.
- During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.

## **Concept of Operations**

### **A. Activation of the Support Plan and declaration of a local state of emergency**

When a threat is perceived, the Emergency Management Liaison (Fire Chief) activates this Support Plan to facilitate activities that ensure the safety of people, property and environment. Pursuant to 1976 PA 390, as amended, the Supervisor may declare a local state of emergency for Grand Haven Township if circumstances indicate that the occurrence or threat of widespread damage, injury, or loss of life or property exist. In the absence of the Supervisor, pursuant to local legislation, the Superintendent is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the Supervisor to issue directives pertaining to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property and environment, a local declaration also activates this Support Plan. A local state of emergency shall not be continued or renewed for a period in excess of seven days except with the consent of the governing body of the township.

### **B. The following procedures are conducted and coordinated with the County in response to an incident:**

1. The Fire Chief will perceive the threat, assess the hazard and ensure that township emergency response agencies, elected officials and County Emergency Management Director are notified of the situation.
2. Township departments and agencies assess the nature and scope of the emergency or disaster.
3. A determination is made on public notification (Y/N and content).
4. If the situation can be handled locally, the following guidelines are used:
  - a. The Fire Chief advises the Superintendent and coordinates all local emergency response actions.
  - b. A Point of Contact is established for public communication and the media. This information is given to the County Emergency Management Director.

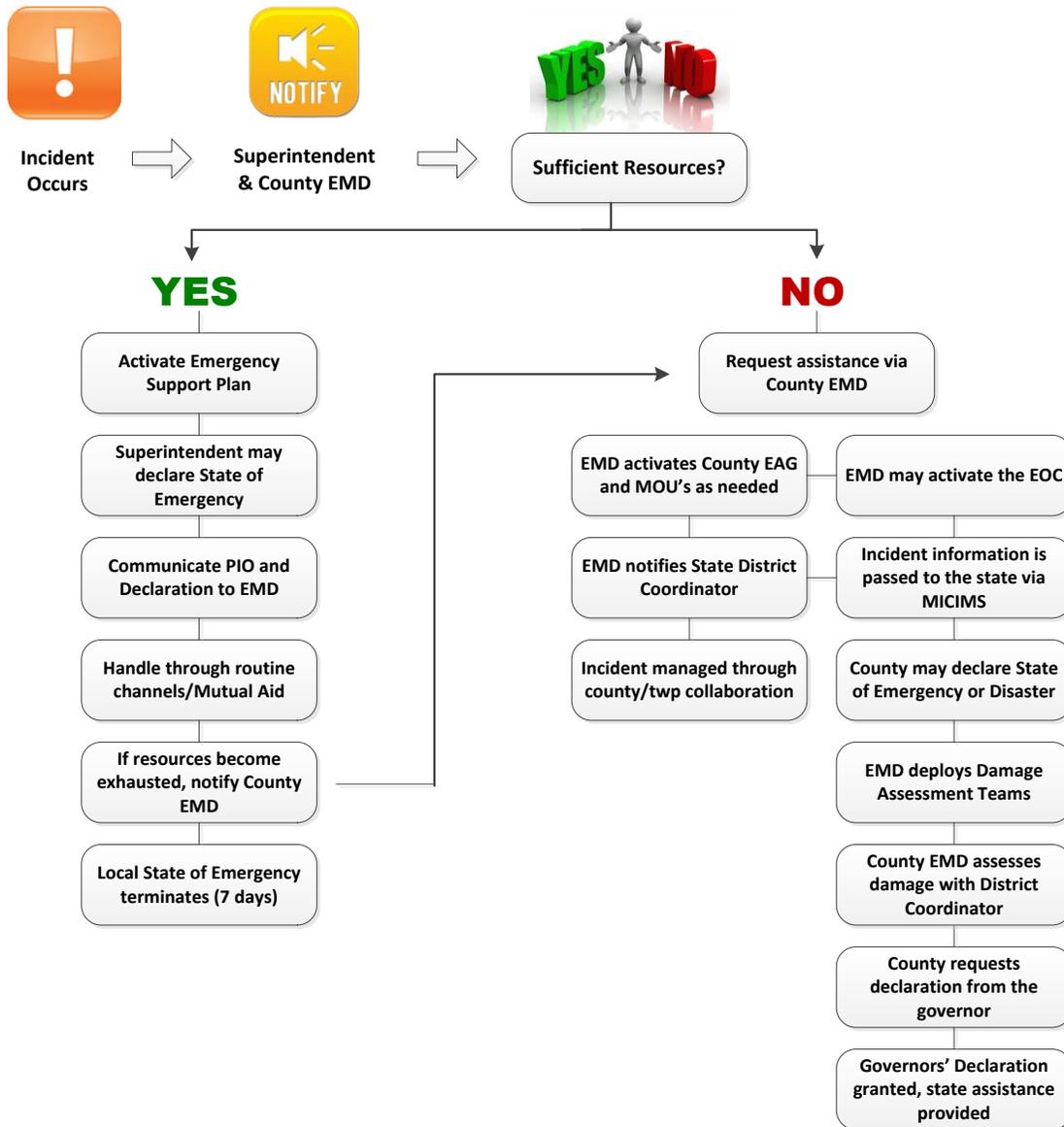
- c. The Superintendent, in conjunction with the Township Supervisor may declare a local state of emergency and notifies the County Emergency Management Director of this action. The Declaration is then sent to the County Emergency Management Office.
  - d. The Superintendent directs departments/agencies to respond to the emergency in accordance with the guidelines outlined in this plan. In conjunction with the Township Supervisor, the Superintendent issues directives as to protective actions and travel restrictions on local roads as necessary.
  - e. The Fire Chief keeps the County Emergency Management Director informed of the situation and actions taken.
5. If the emergency is beyond local control and township resources become exhausted, or special resources are needed, county assistance is requested through the County Emergency Management Director.
6. If county assistance is requested, the County Emergency Management Director assesses the situation and makes recommendations on the type and level of assistance. The County EMD may also take the following steps:
- a. Activate County EAG and the EOC
  - b. Provide available County resources as requested
  - c. Activate other MAA/MOUs to supplement County resources
  - d. Notify MSP/EMSHD District Coordinator
  - e. Make available incident information to MSP/EMSHD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform
  - f. Send out damage assessment teams if applicable.
7. If county resources and capabilities are exhausted, the County requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the township, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the Township Supervisor or Superintendent.

### **County/Township Resource Use**

If Grand Haven Charter Township requests and receives emergency or disaster assistance from the County in accordance with this Support Plan, payment for the use of county resources shall be limited to those costs that are recoverable under the Township Hazardous Materials & Substances Ordinance (Ordinance No. 203 effective June 15, 1994).

If Grand Haven Charter Township provides resources to the County for emergency or disaster assistance in some other part of the county program area, payment for the use of township resources shall be limited to that assistance covered by the county-wide Mutual Aid Agreement signed by the fire agencies in Ottawa County.

### Local Emergency Response Diagram



## Organization and Assignment of Responsibilities

To facilitate an effective emergency response, nine specific emergency support functions are listed in the following table along with the contacts for each of them. All agencies are responsible for implementing pre-disaster activities to prevent, mitigate and prepare for the various hazards that the community is vulnerable to. These activities include awareness training and public education, exercising, and preparing Standard Operating Procedures (SOPs).

Function	Agency	Primary Contact	Phone
Communications and Warning	OCCDA	Emergency Management	638-7760 (cell) 994-7850
Direction and Coordination	Grand Haven Township	Superintendent	842-5988 (office) 604-6324 (cell)
Public Information			
Damage Assessment	Grand Haven Township	Assessing Department	604-6314 (office) 402-0696 (cell)
Fire Services	Grand Haven Township	Fire Chief	604-6322 (office) 638-3694 (cell)
Public Safety	Ottawa County	Sheriff's Office	911 (office) 000-0000 (cell)
Public Works	Grand Haven Township	Department of Public Works	604-6313 (office) 638-2388 (cell)
Medical Services	Grand Haven Township	Firefighter/Paramedic	604-6322 (office) 638-3694 (cell)
Human Services	American Red Cross	Via County EMD	738-4050 (office) 638-7760 (cell)
Financial Services	Grand Haven Township	Finance Director	604-6323 (office) N/A (cell)

Of course, all Grand Haven Township departments contribute to the safety and welfare of the community. Each department employs qualified emergency personnel and maintains equipment that can be used in emergency response. If resource needs exceed the capabilities of the community, the CEO may activate MAA/MOUs and pre-disaster contracts, or it may become necessary to request county assistance as outlined in the previous section of this plan.

The following actions are the responsibility of each agency participating in the Grand Haven Township emergency management organization.

- a. Assist in the development, review and maintenance of Support Plan and County EAG.
- b. Report to the local EOC when activated for scheduled exercises.
- c. Build capabilities and develop/maintain SOPs for specific functions or actions identified in the plan. Continuously review and update procedures.
- d. Maintain a list of resources available through the departments.
- e. Establish MAA/MOUs and contracts with other jurisdictions and organizations to supplement township resources.
- f. Activate MAA/MOUs and contracts with other organizations to supplement response activities when local resources become exhausted.
- g. Train personnel in emergency management functions and NIMS/ICS concepts.
- h. Protect vital records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
- i. Ensure compliance with this plan, the County EAG, and any pertinent procedures and documents that impact the provision of emergency services in the township.

The checklists attached to this plan further describe the emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery. The checklists include the departments/agencies that are responsible for carrying out the emergency functions, and assign tasks associated with each function.

## Direction and Coordination Checklist

The Direction and Coordination Official is responsible for the activation of this Support Plan and further organization of the group of individuals that will facilitate the executive management of the incident from the township's perspective. This official is the liaison to County Emergency Management Director and will coordinate with the EOC Director if the county EOC is activated.

	<b>Initial Actions</b>
	Activate the Emergency Support Plan and ensure that appropriate staff is notified.
	Ensure copies of the Support Plan are available to EOC staff.
	Ensure that you have a copy of the County Emergency Plan available for reference if the County EOC is activated.
	Coordinate with law enforcement officials for building security if deemed necessary.
	<b>Local Authority</b>
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources.
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary.
	Declare a local state of emergency.
	Issue directives as to travel restrictions on municipal roads.
	Recommend appropriate protective measures to ensure the health and safety of people and property. Ensure that the PIO is informed of these protective measures.
	<b>Communication</b>
	Establish communications with and provide support to the Incident Command Post if applicable.
	Provide frequent staff briefings and ensure all groups function as planned.
	Inform legislative body of measures taken.
	Review and authorize the release of information to the public through the Public Information Officer (PIO).
	<b>Logistics</b>
	Ensure all resources are made available for response, including use of MAA and MOU's.
	Formulate specific assistance requests to adjacent jurisdictions and the county.
	Ensure staff maintains logs of actions taken and financial records.

## Communication and Warning Checklist

The Communication and Warning function manages the alerting and notification of key officials, receiving and disseminating warning and critical emergency information to the public.

The Communications and Warning Official will maintain liaison and coordinate emergency management activities with the County Emergency Management Director and Central Dispatch.

	<b>Disaster Warning and Information</b>
	Ensure that the following have been notified: <ul style="list-style-type: none"> <li>• Grand Haven Township Fire/Rescue</li> <li>• Ottawa County Sheriff Department</li> <li>• Ottawa County Emergency Management Director</li> </ul>
	If the situation is warranted, the Township Emergency Management Liaison will notify: <ul style="list-style-type: none"> <li>• Grand Haven Township Superintendent</li> <li>• Grand Haven Township Supervisor</li> <li>• Grand Haven Township Assistant Manager</li> </ul>
	<b>Communication Links</b>
	Ensure lines of communication have been established between all agencies represented in the Township EOC and the County EOC if activated.
	Establish communications with the Command Post, if established.
	Establish communication links with the adjacent communities, if applicable.
	<b>Official Notification</b>
	Ensure that all necessary officials have been notified and/or updated about the incident.
	Notify neighboring jurisdictions of impending hazard or hazardous situations

## Public Information Checklist

The Public Information Official ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information Official at the county level.

	<b>Disaster Warning and Information</b>
	Coordinate EAS messages with the County Emergency Management Director based on incoming information.
	Document which EAS messages have been delivered over radio and television.
	Ensure that accurate information is disseminated describing such items as the locations of shelters, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public educational materials if needed.
	<b>Media Coordination</b>
	Establish and maintain contact with the EOC if activated, or the ICP.
	Prepare press releases and ensure that all press releases and official information is reviewed by the Fire Chief and Township Superintendent.
	Verify that information is accurate before releasing it to the media.
	Schedule media briefings.
	Establish a central point from which municipal news releases are issued. This can be in conjunction with the County PIO if activated.
	If activated, assist the county in establishing a Joint Information Center (JIC). If county has not activated and desirable, establish a JIC for the Township in the Board Room.
	Coordinate public information activities with the County PIO and the JIC.
	Schedule interviews between the CEO and media agencies.
	Monitor all forms of media, both traditional and social, for rumors, and address rumors as soon as possible.

## Damage Assessment Checklist

The Damage Assessment (DA) function handles the process of documenting damage in the community. Information gathered may be used to determine the extent of damage to justify declarations of emergency or disaster. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

	<b>Damage Assessment</b>
	Maintain a current list of Township DA field team members (prior to activation).
	Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMSHD Pub 901 Michigan Damage Assessment Handbook, blank forms, flashlights, cameras, pencils, paper, maps, etc.
	Record initial information on damages from first responders.
	Coordinate with the County Damage Assessment Team via the County Emergency Management Director or Volunteer Coordinator.
	Activate DA field teams: <ul style="list-style-type: none"> <li>• The Assessing Department - responsible for collecting public damage assessment.</li> <li>• The Building Department - responsible for collecting individual damage assessment.</li> </ul>
	<b>Dissemination of Damage Assessment Information</b>
	Provide an initial DA to EOC staff.
	Provide and verify DA information to the Township Superintendent and Supervisor and if necessary, assist in preparation of a local state of emergency declaration. Forward the declaration to the County Emergency Management Director.
	Prominently display DA information in the EOC, including maps, situation updates and assessment data.
	Plot Damage Assessment information on the status board in the township Emergency Operations Center.
	Provide DA data to the Emergency Management Liaison. The Emergency Management Liaison will forward information to the County Emergency Management Program for submission into MICIMS.
	Prepare reports for the Township Public Information Officer.
	<b>Logistics</b>
	Maintain a status list of requested resources.
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

## Fire Services

The Fire Services function is concerned with detecting and suppressing wild land, rural, and urban fires that result from, or occur coincidentally with, an incident response.

The Fire Services Official will maintain liaison and coordinate emergency management activities with the Fire Services representative in the county EOC.

	<b>Response Activities</b>
	Coordinate fire response and search and rescue activities with appropriate personnel at the County EOC, including assistance to regional special teams such as Regional Response Teams, Michigan Urban Search and Rescue (MUSAR), bomb squads, etc.
	Provide fire protection for critical facilities and resources.
	Assist in the rescue of persons trapped or injured in the affected area.
	Respond to hazardous materials spills up to capability and training.
	Coordinate with the County Emergency Management Director and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards.
	Assist in searching for bombs and explosive devices in connection with terrorism or weapons of mass destruction (WMD) events.
	<b>Assistance to Other Agencies</b>
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized.
	Assist with traffic and access control to the affected area.
	Assist with evacuations.
	Provide communications and other logistical supplies, as needed.
	Assist with salvage operations and debris clearance.

## Public Safety Checklist

The Public Safety function is concerned with ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Public Safety Official will maintain liaison and coordinate emergency management activities with the Public Safety representative in the county EOC.

	<b>Response Activities</b>
	If the county Emergency Operations center is activated, establish and maintain contact with the law enforcement representative.
	Provide security and access control at critical facilities and incident site(s).
	Implement any curfews ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Implement urban search and rescue capabilities, including animals.
	Investigate incident and provide intelligence information to county, state and federal officials.
	<b>Transportation</b>
	Secure unusable roads. (Use Fire Services and Public Works for support, if necessary).
	Identify routes that need barricades and signs. Request necessary assistance from Public Works.
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	<b>Assistance to Other Agencies</b>
	Assist Warning function in warning the public, when necessary.
	Assist the medical examiner with mortuary services.
	Assist families isolated by the effects of the disaster.

## Public Works Checklist

Public Works manages pre- and post-incident assessments, ensures that critical services are met through existing contracts, provides technical assistance and engineering expertise, construction management, emergency repair of damaged public infrastructure and critical facilities and the clearing of debris from public roads.

The Public Works Official will maintain liaison and coordinate emergency management activities with the Public Works representative in the county EOC.

	<b>Response Activities</b>
	Coordinate debris removal activities.
	Coordinate activities designed to control the flow of floodwater such as sandbagging, emergency diking and pumping operations.
	<b>Damage Assessment</b>
	Provide engineering expertise to inspect public structures and determine if they are safe to use.
	Provide damage assessment information for roads, bridges, buildings, infrastructure, etc. to the Damage Assessment representative in the EOC / County EOC.
	<b>Transportation</b>
	Provide barricades and signs for road closures and boundary identification.
	Identify evacuation routes if necessary.
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow.
	Notify law enforcement of the location(s) of disabled vehicles.
	Contact appropriate Michigan Department of Transportation (MDOT) and county transportation officials to request travel restrictions on state and county roads, if necessary.
	<b>Assistance to Other Agencies</b>
	Assist in identifying access control areas.
	Assist with urban search and rescue activities, if necessary, by clearing debris.
	Maintain contact with local utilities to determine the extent and cause of damage and outages. Report this information and restoration schedules to EOC staff.
	Coordinate with utility companies in the restoration of essential services.
	<b>Logistics</b>
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC staff.
	If assistance is provided or MOU's are enacted, provide a public works staging area.
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations.
	Provide emergency generators and lighting.

## Medical Services Checklist

The Medical Services function is responsible for assessing public health and medical needs and provision of medical care personnel, supplies and equipment.

The Public Health and Medical Services Official will maintain liaison and coordinate emergency management activities with the Public Health and Medical Services representatives in the county EOC.

	<b>Patient Care</b>
	Coordinate emergency medical care to victims.
	Coordinate the transportation of patients and assist hospitals with transfer of patients. If necessary, establish a staging area for ambulances in/near affected area.
	Coordinate with medical providers and shelter managers to staff medical personnel at shelters.
	Identify the transportation resources and personnel needs to transport disaster survivors to temporary care centers. This includes the evacuation of nursing homes, special needs homes, etc.
	Ensure identification and notification of disaster survivors and emergency responders in need of crisis counseling and/or debriefing.
	Coordinate the monitoring of disaster survivors and emergency responders for exposure to chemical, radiological, or biological contaminants, and assist in their decontamination.
	<b>Public Health</b>
	If necessary, identify a site for a temporary morgue. NOTE: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting.
	Assist with animal and pet control and support the county Animal Control Unit in the quarantine and disposal of diseased animals.

## Human Services

This function is concerned with issues related to the provision of mass care, emergency assistance, housing, and human services to disaster survivors, including those that require FNSS, throughout the response and recovery phases of disasters and emergencies.

Although there is not a Township department tasked with such activities, it is important that the human services activities are accomplished by American Red Cross in conjunction with organizations such as the North Ottawa Council on Aging and the Salvation Army in Grand Haven.

The Human Services Official will maintain liaison and coordinate emergency management activities with the Human Services representative in the county EOC.

	<b>Disaster-Related Needs</b>
	Coordinate activities of agencies that provide human services to the public.
	Coordinate with the County Emergency Management Program, the American Red Cross (ARC) and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders.
	Coordinate to provide transportation for disaster survivors and emergency responders as needed.
	Provide for a canteen service to feed emergency workers in the Township, as necessary.
	Arrange for the provision of crisis counseling to disaster survivors and emergency responders.
	Coordinate procedures for the tracking of family members and reunification of families.
	Identify and account for personal property that may be lost during a disaster.
	Coordinate with the County EOC to establish procedures for the registration and management of volunteers and donations.
	Coordinate with agencies in the community that work with individuals with access and functional needs to ensure disaster related needs are met.
	<b>Protective Action</b>
	Coordinate the provision of transportation for evacuation.
	Coordinate care for individuals at shelters and for those who have been sheltered-in-place.
	Determine whether shelters must be opened long or short-term.
	Provide guidance/policies for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters).

## Financial Services Checklist

The Financial Services function maintains record of all financial transactions within the township related to the incident or disaster.

The Financial Services Director will maintain liaison and coordinate emergency finances and time tracking with the Finance Section Chief in the county EOC.

	<b>Record Keeping</b>
	Record all expenditures for township personnel, equipment, supplies, services, etc., and track resources being used.
	Maintain accurate records of hours worked by personnel.
	Arrange for the payment if services provided by private contractors as requested by the Public Works Liaison.
	Maintain records of goods, services and equipment that can be recovered via Spiller Pay Ordinance, State resources and FEMA.
	Coordinate any workman's compensation or other insurance needs.
	Collect financial information and forward to the county.



GRAND HAVEN CHARTER TOWNSHIP

## Community Development Memo

DATE: May 8, 2017  
TO: Planning Commission  
FROM: Stacey Fedewa, Community Development Director  
RE: 2016 Planning Commission Report

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Pursuant to the Grand Haven Charter Township Planning Commission Bylaws, the following annual report is submitted to the Township Board.

### ATTENDANCE

There were 16 meetings of the Planning Commission during 2016. Below is the attendance record of each member:

Member	Excused Absence	Unexcused Absence
Kantrovich (Chair)*	1	1
LaMourie (Vice Chair)	5	0
Robertson (Secretary)	2	0
Kieft	1	0
Wilson	2	1
Taylor	1	0
Reenders	3	1
Gignac**	2	0
Cousins (Chair eff. 8/1/16)	2	0
Chalifoux***	2	0

\* Kantrovich resigned effective 8/1/2016

\*\* Gignac resigned 11/20/2016

\*\*\* Chalifoux appointed 9/12/2016

## TRAINING

It is noted the Township Board strongly encourages members of the Planning Commission to avail themselves of training opportunities, which is a significant factor for reappointments. (*i.e., two training sessions during a three year period. Training completed as part of a Commissioner's professional career can be applied to this training requirement*).

Member	2016 Training Session(s)	2014 – 2016 Total Training
Kantrovich (Chair)	None	2
LaMourie (Vice Chair)	8 Professional Development Sessions	14
Robertson (Secretary)	None	6
Kieft	None	2
Wilson	Real Estate License Renewal Real Estate Law	7
Taylor	Real Estate License Renewal	6
Reenders	None	2
Gignac	6 MTA Webcasts	6
Cousins	MAP – Site Plan Review	1
Chalifoux	N/A	N/A

## COMMITTEES & JOINT SESSIONS

There were no committees during 2016.

## ACTIVITY

Application Type	Project	Status
PUD	Stonewater	Complete
Site Condominium	Brucker Beach Woods	Complete
Rezoning	AG to RP – Pellegrom	Complete
	RR to PUD – Timberview (Corrective)	Complete
Site Plan Review	Transfer Tool	Complete
	Dollar General	Complete
Special Land Use	Outdoor Pond – Walters	Complete
	Soil Removal – Cech	Complete

	Single Family in Ag District – Vander Wal	Complete
	Motor Vehicle Sales – VIP Outdoor Power	Complete
	Market for Sale of Farm Products – LaLonde	Complete
	Single Family in Ag District – Williams	Complete
	Outdoor Pond – Crossroads Acres LLC	Complete
Zoning Text Amendment	PUD Chapter Amendments	Referendum
	Agreements – 2 Dwellings & Accessory Buildings	Complete
	Indoor Recreation as SLU in C-1 District	Complete
	Domestic Farm Type Animals	Complete
Pre-Application Presentations	Golfview Subdivision	Complete
	Village at Rosy Mound	Complete
	Regency at Grand Haven	Complete
Other	Piper Lakes PUD Extension	Complete
	Master Plan – UM & LIAA	Complete
	Integrated Assessment Project – UM & LIAA	Complete
	Lincoln Pines PUD – Landscape & Signage Plan	Complete
	Village at Rosy Mound PUD – Parallel Plan	Complete

## BUDGET

Budget Item	Original Budget	Total Expenditures	Percent Used
Wages & FICA	\$12,690	\$8,004	63%
Legal & Consulting	\$18,000	\$10,882	60%
Training	\$1,500	\$733	48%
Travel & Mileage	\$100	\$31	31%
<b>Total</b>	<b>\$32,290</b>	<b>\$19,650</b>	<b>61%</b>

Please contact me prior to the meeting with questions or concerns.



GRAND HAVEN CHARTER TOWNSHIP

## Community Development Memo

DATE: May 19, 2017  
TO: Zoning Board of Appeals  
FROM: Stacey Fedewa, Community Development Director  
RE: 2016 Zoning Board of Appeals Report

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The following annual report is submitted to the Zoning Board of Appeals:

### ATTENDANCE

There were 4 meetings of the ZBA during 2016. Below is the attendance record of each member:

Member	Excused Absence	Unexcused Absence
Robertson (Chair)	0	0
Slater (Vice Chair)	0	0
Loftis (Secretary)	0	0
Behm (Trustee)*	1	0
Voss	0	0
Rycenga (Alternate)	2	0

### TRAINING

It is noted the Township Board strongly encourages members of the Zoning Board of Appeals to avail themselves of training opportunities, which is a significant factor for reappointments (*i.e., two training sessions during each appointment period. Training completed as part of a member's professional career can be applied to this training requirement*).

<b>Member</b>	<b>2016 Training Session(s)</b>	<b>2014 – 2016 Total Training</b>
Robertson (Chair)	None	6
Slater (Vice Chair)	Site Plan Review Workshop	5
Loftis (Secretary)	None	4
Behm (Trustee)	None	0
Voss	Site Plan Review Workshop	3
Rycenga (Alternate)	None	0

## ACTIVITY

<b>Application Type</b>	<b>Project</b>	<b>Status</b>
Dimensional Variance	Case 15-09: Sign (Hope Reformed Church)*	Approved
	Case 15-11: Front Porch (Snyder)*	Approved
	Case 16-01: Deck (Berry)	Approved
	Case 16-02: Garage & Retaining Wall (Griffeth)	Approved
	Case 16-03: Third-Stall Garage (Stroud)**	Approved

\* Owner applied in 2015, but ZBA made determination for case in 2016.

\*\* Subsequently, case also required a supplemental agreement to guarantee ZBA findings were held true in future.

## BUDGET

<b>Budget Item</b>	<b>Budgeted</b>	<b>Expenditures</b>	<b>Percent Used</b>
Wages & FICA	\$2,040	\$1,477	72%
Legal & Consulting	\$2,600	\$2,868	110%
Training	\$600	\$409	68%
Travel & Mileage	\$100	\$8	8%
<b>Total</b>	<b>\$5,340</b>	<b>\$4,762</b>	<b>89%</b>

Please contact me prior to the meeting with questions or concerns.



# SUPERINTENDENT'S MEMO

DATE: June 8, 2016

TO: Township Board

FROM: Bill Cargo

SUBJECT: NORA Funding Formula

Per the request of Trustee Redick, the attached is the funding formula for the North Ottawa Recreation Authority (NORA).

## 2017-2018 FUNDING FORMULA

The formula averages two (2) criteria to determine percentage of funding for each participating party except Grand Haven Area Public Schools (GHAPS).

1. **Taxable Valuation %** - Taxable valuation of real and personal property in each participating party for the previous calendar year, excluding GHAPS, with no reduction of any tax abatements given to commercial or industrial property.

2. **Participation %** - The percentage of participants in the recreation program during the previous year who came from each participating party, excluding GHAPS.

I. Participation (1)	2015-2016	2015-2016
		%
City of Grand Haven	2,645	25.28
Grand Haven Township	6,192	59.19
City of Ferrysburg	422	4.03
Robinson Township	<u>1,203</u>	<u>11.50</u>
	10,462	100.00

**II. Taxable Valuation**  
(2 & 3)

	<b>Total Taxable Value</b>	<b>Abated Taxable Value</b>	<b>2016 Total</b>	<b>%</b>
City of Grand Haven	\$551,737,148	\$6,533,900	\$558,271,048	34.10
Grand Haven Twp.	720,317,166	3,213,200	723,530,366	44.19
City of Ferrysburg	167,035,158	14,850	167,050,008	10.20
Robinson Twp.	188,416,936	-	<u>188,416,936</u>	<u>11.51</u>
		<b>Total</b>	<b>\$1,637,268,358</b>	<b>100.00</b>

**III. Example of Funding Formula Percentages**

	<b>Participation (2015-16)</b>	<b>Taxable Valuation (2015)</b>	<b>Funding Percentages 2017-2018</b>
	<b>%</b>	<b>%</b>	<b>%</b>
Grand Haven City	25.28	34.10	29.69
Grand Haven Twp	59.19	44.19	51.69
City of Ferrysburg	4.03	10.20	7.12
Robinson Twp	<u>11.50</u>	<u>11.51</u>	<u>11.50</u>
	100.00	100.00	100.00

**IV. Example of calculation of amount to be funded**

After projected participant fees and other revenue are deducted from total projected expenditures, the funding percentages are then applied to the remaining amount:

Total anticipated expenditures	\$320,001
Projected fees and other revenue	208,030
	<hr/>
Amount to which funding is applied	\$111,971

**V. Example of application of funding percentages (4)**

	<b>2017-2018 %</b>	<b>\$111,971 (2.4% Cost of Living)</b>
Grand Haven City	29.69	33,244

Grand Haven Twp	51.69	57,876
City of Ferrysburg	7.12	7,970
Robinson Twp	<u>11.50</u>	<u>12,880</u>
	100.00	\$111,971

1 Source: 2015-2016 Participation.

2 Source: 2015 Ottawa County  
Equalization Report.

3 Grand Haven Area Public Schools only - 2016 Ottawa County  
Equalization Report.

As noted previously in **Weekly Report #21**, the funding formula for the upcoming fiscal year notes that **59.12%** of all participants are from Grand Haven Township. The City of Grand Haven follows with 25.28% and Robinson Township and Ferrysburg follow with 11.50% and 4.03%, respectively.

In addition, the formula notes that Grand Haven Township represents **44.19%** of the taxable value of the NORA district. The City of Grand Haven follows with 34.10% and Robinson Township and Ferrysburg follow with 11.51% and 10.20%, respectively.

The result of having the majority of participants and the largest tax base is that the majority of the municipal funding formula falls upon GHT – 51.69% of the \$111,971 municipal share or \$57,876. The City of Grand Haven follows with \$33,244 and Robinson Township and Ferrysburg follow with \$12,880 and \$7,970, respectively.

Please contact either Trustee Redick or me if there are any question or comments.

# Category Detail Permit Report

## ACCESSORY BUILDING

Permit No.	Owner	Address	Fee Total	Amount Paid
P17BU0086	FAHNDRICH JOSEPH R-DIANE EDWA	16917 PIERCE ST	\$73.50	\$73.50
P17BU0124	MONROE CHARLES-ANGELA	17025 LINCOLN ST	\$238.55	\$238.55
P17BU0153	MAHER CARRIE	13124 SIKKEMA DR	\$105.00	\$105.00
P17BU0161	GARY ROBERT-JILL	15665 RONNY RD	\$190.60	\$190.60
P17BU0164	EVERTT TRENT J SR-KRISTI	15191 DEREMO AVE	\$190.60	\$190.60

**Total Fees For Type: \$798.25**  
**Total Permits For Type: 5**

## ADDITIONS

Permit No.	Owner	Address	Fee Total	Amount Paid
P17BU0133	YAHNE BONNIE	15759 ROBBINS RD	\$814.40	\$814.40

**Total Fees For Type: \$814.40**  
**Total Permits For Type: 1**

## ADDRESS

Permit No.	Owner	Address	Fee Total	Amount Paid
P17AD0019	OTTENBAKER CHERYL L	14676 BRUCKER WOODS CT	\$14.00	\$14.00
P17AD0020	LUTZ PAUL-TAMMY	14536 BRIGHAM DR	\$14.00	\$14.00
P17AD0021	JOB JOHN T-MIKA MARY ELLEN	WILDERNESS TRAIL PVT	\$14.00	\$14.00
P17AD0022	BOWERS DAVID A-BARBARA	9819 HIAWATHA DR	\$14.00	\$14.00
P17AD0023	BRUCKER BEACH WOODS LLC	14637 BRUCKER WOODS CT	\$14.00	\$14.00
P17AD0024	LANKAMP BRIAN-JESSICA L	12660 BUCS DR	\$14.00	\$14.00
P17AD0025	NELSON DONALD C-DENISE M	14259 152ND AVE	\$14.00	\$14.00
P17AD0026	WILSON RON W TRUST	9953 HIAWATHA DR	\$14.00	\$14.00
P17AD0027	PIGEON CREEK LLC	17131 LEGACY DR	\$14.00	\$14.00
P17AD0028	SMITH GREG	MORNINGDEW CT	\$14.00	\$14.00
P17AD0029	MILLER KELVIN B-JENNIFER	15137 152ND AVE	\$14.00	\$14.00

**Total Fees For Type: \$154.00**  
**Total Permits For Type: 11**

## ALTERATIONS

Permit No.	Owner	Address	Fee Total	Amount Paid
P17BU0140	JASPERS ANDREW-REBECCA	15182 BRIARWOOD ST	\$42.00	\$42.00
P17BU0142	COOMBS RICHARD-BURNETTE LIND	13760 LAKESHORE DR	\$42.00	\$42.00
P17BU0143	MCCARTHY NEIL M	18295 HOLCOMB RD	\$139.25	\$139.25
P17BU0144	ZAHRT JEFFREY-NANCY	12071 168TH AVE	\$42.00	\$42.00

P17BU0147	HAZARD WILLIAM S	15178 LAKESHORE DR	\$197.45	\$197.45
P17BU0152	DOUGHTY JASON- ANGELA	15012 161ST AVE	\$42.00	\$42.00
P17BU0163	CARGO WILLIAM D-DEBRA K	13387 HIDDEN CREEK DR	\$42.00	\$42.00
P17BU0188	CARNETT LLC	13132 COPPERWAY DR	\$123.50	\$123.50

**Total Fees For Type: \$670.20**  
**Total Permits For Type: 8**

## BASEMENT FINISH

Permit No.	Owner	Address	Fee Total	Amount Paid
P17BU0136	MANNINEN ANDREW S-DANIELLE T	17210 LEGACY DR	\$286.50	\$286.50
P17BU0150	SCHOLZ MICHAEL J	14430 MANOR RD	\$279.65	\$279.65
P17BU0171	BAGLEY DOUGLAS E-MICHELLE A	14111 PAYNE FOREST AVE	\$238.55	\$238.55
P17BU0172	TUSHEK ROBIN M-JUDITH A	14987 ARBORWOOD DR	\$231.70	\$231.70
P17BU0174	KOVACS JOSEPH-LAURIE	14973 ARBORWOOD DR	\$293.35	\$293.35
P17BU0182	KANTROVICH ADAM J-JENNIFER A	15367 HOFMA DR	\$50.00	\$50.00
P17BU0185	BROWN ROBERT B- SEHOY F TRUST	15415 ROYAL OAK DR	\$197.45	\$197.45
P17BU0201	NELIS TRUST	9653 HIAWATHA DR	\$50.00	\$50.00

**Total Fees For Type: \$1,627.20**  
**Total Permits For Type: 8**

## COMMERCIAL REMODEL

Permit No.	Owner	Address	Fee Total	Amount Paid
P17BU0186	ROBBINS ROAD REAL ESTATE LLC	17200 ROBBINS RD	\$1,782.15	\$1,782.15
P17BU0197	CENTRAL HIGHLAND PK ASSN	15031 STICKNEY RIDGE PVT	\$863.25	\$863.25

**Total Fees For Type: \$2,645.40**  
**Total Permits For Type: 2**

## DECK

Permit No.	Owner	Address	Fee Total	Amount Paid
P17BU0141	CLEMENTS MARLISE D	14524 INDIAN TRAILS DR	\$92.00	\$92.00
P17BU0146	LINNER MELISSA	12837 MARIPOSA ST	\$197.45	\$197.45
P17BU0160	SCHNETTLER STEVEN M-JUDITH A	15351 HARRY ST	\$197.45	\$197.45
P17BU0166	KLOP FAMILY TRUST	16405 SLEEPER ST	\$42.00	\$42.00
P17BU0170	CARTNER ROBERT-JENNIFER	14429 MANOR RD	\$105.00	\$105.00
P17BU0175	HAZARD WILLIAM S	15178 LAKESHORE DR	\$63.00	\$63.00
P17BU0183	THIBDAUE LISA J	14220 CRICKLEWOOD RD	\$89.25	\$89.25
P17BU0184	HOLMBERG ELIZABETH	15078 178TH AVE	\$168.00	\$168.00
P17BU0192	YU PAUL-JOANNA	14480 MANOR RD	\$42.00	\$42.00
P17BU0198	HOFFMAN ALBERT-CHARYN	14255 TERRY TRAILS	\$363.90	\$363.90
P17BU0199	TEERMAN KATHLEEN K	15401 SUNDEW ST	\$36.75	\$36.75

**Total Fees For Type: \$1,396.80**

**Total Permits For Type: 11**

## DEMOLITION

Permit No.	Owner	Address	Fee Total	Amount Paid
P17DE0007	BAKER LARRY R-DIANE M	14635 178TH AVE	\$20.00	\$20.00
P17DE0008	JOB JOHN T-MIKA MARY ELLEN	WILDERNESS TRAIL PVT	\$20.00	\$20.00

**Total Fees For Type: \$40.00**  
**Total Permits For Type: 2**

## DIMENSIONAL VARIANCE

Permit No.	Owner	Address	Fee Total	Amount Paid
P17ZBA0003	ROBBINS ROAD REAL ESTATE LLC	17200 ROBBINS RD	\$125.00	\$125.00

**Total Fees For Type: \$125.00**  
**Total Permits For Type: 1**

## ELECTRICAL

Permit No.	Owner	Address	Fee Total	Amount Paid
P17EL0199	THOMPSON TRUST	13505 FOREST PARK DR	\$110.00	\$110.00
P17EL0200	SIGNATURE LAND DEVELOPMENT C	13065 WILDVIEW DR	\$216.00	\$216.00
P17EL0201	CHAMPAGNE LUCIEN J II-SHERRYLL	13602 STREAMSIDE CT	\$55.00	\$55.00
P17EL0202	KINDER FRANK-LORI ANN	15082 STICKNEY RIDGE	\$55.00	\$55.00
P17EL0203	DREESE LEE-MONIQUE	15158 160TH AVE	\$54.00	\$54.00
P17EL0204	MCCARTHY NEIL M	18295 HOLCOMB RD	\$118.00	\$118.00
P17EL0206	SCHOLZ MICHAEL J	14430 MANOR RD	\$106.00	\$106.00
P17EL0207	PHILLIPS BRIAN A-HILARY K	13126 WOODVALE CT	\$100.00	\$100.00
P17EL0208	HUISKEN JILL-WIEBENGA DALE	12987 144TH AVE	\$60.00	\$60.00
P17EL0209	PHILLIPS BRIAN A-HILARY K	13126 WOODVALE CT	\$72.00	\$72.00
P17EL0210	OBRIEN JAMES P	14005 BAYOU RIDGE CIR	\$56.00	\$56.00
P17EL0211	CHERIN DAVID J-ELIZABETH A	14003 BAYOU RIDGE CIR	\$56.00	\$56.00
P17EL0212	SPEEDWAY LLC	17281 HAYES ST	\$60.00	\$60.00
P17EL0213	CUNCANNAN MICHAEL E	11457 LAKESHORE DR	\$60.00	\$60.00
P17EL0214	DOCTOR LAWRENCE D-ROBYN	14984 BIGNELL DR	\$60.00	\$60.00
P17EL0215	RIVERWOOD COMPANY LLC	17034 ROBBINS RD	\$146.00	\$146.00
P17EL0216	SAMDAL BRUCE JR-VANDERZWAAG	15395 COLEMAN AVE	\$60.00	\$60.00
P17EL0217	EVERTT TRENT J SR-KRISTI	15191 DEREMO AVE	\$148.00	\$148.00
P17EL0218	TUSHEK ROBIN M-JUDITH A	14987 ARBORWOOD DR	\$72.00	\$72.00
P17EL0219	BAGLEY DOUGLAS E-MICHELLE A	14111 PAYNE FOREST AVE	\$62.00	\$62.00
P17EL0220	SOVICH THOMAS J	10383 BIRDSEYE CT	\$254.00	\$254.00
P17EL0221	HEALTH POINTE	15100 WHITTAKER WAY	\$310.00	\$310.00
P17EL0222	KOVACS JOSEPH-LAURIE	14973 ARBORWOOD DR	\$68.00	\$68.00
P17EL0223	CHRISTIAN REFORMED CONF GROU	12253 LAKESHORE DR	\$68.00	\$68.00

P17EL0224	BALLARD BARBARA J	14817 160TH AVE	\$55.00	\$55.00
P17EL0225	SCHNETTLER STEVEN M-JUDITH A	15351 HARRY ST	\$58.00	\$58.00
P17EL0226	HAZARD WILLIAM S	15178 LAKESHORE DR	\$69.00	\$69.00
P17EL0227	KANTROVICH ADAM J-JENNIFER A	15367 HOFMA DR	\$0.00	\$0.00
P17EL0228	TROBRIDGE DUANE B-BRUCE D	14091 155TH AVE	\$60.00	\$60.00
P17EL0229	BROWN ROBERT B- SEHOY F TRUST	15415 ROYAL OAK DR	\$68.00	\$68.00
P17EL0230	GARY ROBERT-JILL	15665 RONNY RD	\$72.00	\$72.00
P17EL0231	WALLING MARK	16877 BUCHANAN ST	\$60.00	\$60.00
P17EL0232	BAZUIN GEORGE A-SHERYL RV	14859 PINE RIDGE RD	\$55.00	\$55.00
P17EL0233	CARGO WILLIAM D-DEBRA K	13387 HIDDEN CREEK DR	\$54.00	\$54.00
P17EL0234	CARNETT LLC	13132 COPPERWAY DR	\$106.00	\$106.00
P17EL0235	NELIS TRUST	9653 HIAWATHA DR	\$64.00	\$64.00
P17EL0236	DURAM JASON-CAMI J	17646 BRUCKER ST	\$95.00	\$95.00
P17EL0237	JENNINGS TRUST	14456 SOUTH HIGHLAND DR	\$55.00	\$55.00
P17EL0238	GRAND HAVEN DEVELOPMENT GRC	13005 COPPERWAY DR	\$289.00	\$289.00
P17EL0239	MANNINEN ANDREW S-DANIELLE T	17210 LEGACY DR	\$112.00	\$112.00

**Total Fees For Type: \$3,698.00**  
**Total Permits For Type: 40**

## FENCE

Permit No.	Owner	Address	Fee Total	Amount Paid
P17ZL0035	EDINGER BENJAMIN B-LYDIA S	14135 LUCKETT LN	\$25.00	\$25.00
P17ZL0038	BENNETT DANIEL-MICHELLE	13708 152ND AVE	\$25.00	\$25.00
P17ZL0040	BEACH ROBERT-ROSE	14442 MANOR RD	\$25.00	\$25.00
P17ZL0041	FLACK ANDREW-MOLLY	13140 SIKKEMA DR	\$25.00	\$25.00
P17ZL0042	MADISON MARY KATHERINE	14923 SHARON AVE	\$25.00	\$25.00
P17ZL0044	THOMPSON ROGER L	14967 MERCURY DR	\$25.00	\$25.00
P17ZL0046	ZELENKA MORGAN	14536 ANGELUS CIR	\$25.00	\$25.00

**Total Fees For Type: \$175.00**  
**Total Permits For Type: 7**

## FOUNDATION ONLY

Permit No.	Owner	Address	Fee Total	Amount Paid
P17BU0193	RIVER HAVEN OPERATING COMPAN	13908 OAKWOOD CIRCLE	\$36.75	\$36.75
P17BU0194	RIVER HAVEN OPERATING COMPAN	13791 SUNRISE COVE	\$36.75	\$36.75
P17BU0195	RIVER HAVEN OPERATING COMPAN	13597 CLEARWATER LANE	\$36.75	\$36.75
P17BU0196	RIVER HAVEN OPERATING COMPAN	13681 PINWOOD DR	\$36.75	\$36.75

**Total Fees For Type: \$147.00**  
**Total Permits For Type: 4**

## MECHANICAL

Permit No.	Owner	Address	Fee Total	Amount Paid
P17ME0232	ROBBINS ROAD REAL ESTATE LLC	16964 ROBBINS RD	\$350.00	\$350.00
P17ME0233	MCKAY ROLLIN K-ROBIN M	15140 GROESBECK ST	\$80.00	\$80.00
P17ME0234	BRADBURY DANIEL E-LAURA A	13490 HIDDEN CREEK CT	\$230.00	\$230.00
P17ME0235	MIDWEST V LLC	14702 MERCURY DR	\$355.00	\$355.00
P17ME0236	MCCARTHY NEIL M	18295 HOLCOMB RD	\$110.00	\$110.00
P17ME0237	DAVIS STEVE-THERESA	13786 LAKE SEDGE DR	\$80.00	\$80.00
P17ME0238	MOYNIHAN BRIAN-MICHELE	17185 BURKSHIRE DR	\$80.00	\$80.00
P17ME0239	KINDER FRANK-LORI ANN	15082 STICKNEY RIDGE	\$80.00	\$80.00
P17ME0240	CHAMPAGNE LUCIEN J II-SHERRYLL	13602 STREAMSIDE CT	\$80.00	\$80.00
P17ME0241	CHRISTIAN REFORMED CONF GROU	12253 LAKESHORE DR	\$230.00	\$230.00
P17ME0242	VANDYKE DAVID A-SALLY FAMILY T	17866 DEWBERRY PL	\$80.00	\$80.00
P17ME0243	GRAND HAVEN DEVELOPMENT GRC	13133 COPPERWAY DR	\$110.00	\$110.00
P17ME0244	TYLER TERRY-DENISE	17179 MAJESTIC RIDGE CT	\$80.00	\$80.00
P17ME0245	CUNCANNAN MICHAEL E	11457 LAKESHORE DR	\$55.00	\$55.00
P17ME0246	TEG TIMBERVIEW 1 LLC	DUNE VIEW DR A	\$55.00	\$55.00
P17ME0247	BALK STEVEN J-TIFFANY A	10357 LAKESHORE DR	\$135.00	\$135.00
P17ME0248	IKELER DAN-SUSAN	17172 MAJESTIC RIDGE CT	\$75.00	\$75.00
P17ME0249	TEG TIMBERVIEW 2 LLC	15068 TESS CT 137-BLDG N	\$87.50	\$87.50
P17ME0250	TEG TIMBERVIEW 2 LLC	15068 TESS CT 138-BLDG N	\$87.50	\$87.50
P17ME0251	TEG TIMBERVIEW 2 LLC	15068 TESS CT 237-BLDG N	\$87.50	\$87.50
P17ME0252	TEG TIMBERVIEW 2 LLC	15068 TESS CT 238-BLDG N	\$87.50	\$87.50
P17ME0253	TEG TIMBERVIEW 2 LLC	15068 TESS CT 337-BLDG N	\$87.50	\$87.50
P17ME0254	TEG TIMBERVIEW 2 LLC	15068 TESS CT 338-BLDG N	\$87.50	\$87.50
P17ME0255	TEG TIMBERVIEW 2 LLC	15066 TESS CT 139-BLDG N	\$87.50	\$87.50
P17ME0256	TEG TIMBERVIEW 2 LLC	15066 TESS CT 140-BLDG N	\$87.50	\$87.50
P17ME0257	TEG TIMBERVIEW 2 LLC	15066 TESS CT 239-BLDG N	\$87.50	\$87.50
P17ME0258	TEG TIMBERVIEW 2 LLC	15066 TESS CT 240-BLDG N	\$87.50	\$87.50
P17ME0259	TEG TIMBERVIEW 2 LLC	15066 TESS CT 339-BLDG N	\$87.50	\$87.50
P17ME0260	TEG TIMBERVIEW 2 LLC	15066 TESS CT 340-BLDG N	\$87.50	\$87.50
P17ME0261	TEG TIMBERVIEW 2 LLC	15064 TESS CT 141-BLDG N	\$87.50	\$87.50
P17ME0262	TEG TIMBERVIEW 2 LLC	15064 TESS CT 142-BLDG N	\$87.50	\$87.50
P17ME0263	TEG TIMBERVIEW 2 LLC	15064 TESS CT 241-BLDG N	\$87.50	\$87.50
P17ME0264	TEG TIMBERVIEW 2 LLC	15064 TESS CT 242-BLDG N	\$87.50	\$87.50
P17ME0265	TEG TIMBERVIEW 2 LLC	15064 TESS CT 341-BLDG N	\$87.50	\$87.50
P17ME0266	TEG TIMBERVIEW 2 LLC	15064 TESS CT 342-BLDG N	\$87.50	\$87.50
P17ME0267	SCHOLZ MICHAEL J	14430 MANOR RD	\$70.00	\$70.00
P17ME0268	TEG TIMBERVIEW 2 LLC	15062 TESS CT 143-BLDG N	\$87.50	\$87.50
P17ME0269	TEG TIMBERVIEW 2 LLC	15062 TESS CT 144-BLDG N	\$87.50	\$87.50
P17ME0270	TEG TIMBERVIEW 2 LLC	15062 TESS CT 243-BLDG N	\$87.50	\$87.50
P17ME0271	TEG TIMBERVIEW 2 LLC	15062 TESS CT 244-BLDG N	\$87.50	\$87.50

P17ME0272	TEG TIMBERVIEW 2 LLC	15062 TESS CT 343-BLDG N	\$87.50	\$87.50
P17ME0273	TEG TIMBERVIEW 2 LLC	15062 TESS CT 344-BLDG N	\$87.50	\$87.50
P17ME0274	TEG TIMBERVIEW 2 LLC	15060 TESS CT 145-BLDG N	\$87.50	\$87.50
P17ME0275	TEG TIMBERVIEW 2 LLC	15060 TESS CT 146-BLDG N	\$87.50	\$87.50
P17ME0276	TEG TIMBERVIEW 2 LLC	15060 TESS CT 245-BLDG N	\$87.50	\$87.50
P17ME0277	TEG TIMBERVIEW 2 LLC	15060 TESS CT 246-BLDG N	\$87.50	\$87.50
P17ME0278	TEG TIMBERVIEW 2 LLC	15060 TESS CT 345-BLDG N	\$87.50	\$87.50
P17ME0279	TEG TIMBERVIEW 2 LLC	15060 TESS CT 346-BLDG N	\$87.50	\$87.50
P17ME0280	DAVIS STEPHEN B-KATHY A	15321 RED OAK ST	\$110.00	\$110.00
P17ME0281	ERWIN CHAD-KARRIE	14552 BRIGHAM DR	\$205.00	\$205.00
P17ME0282	AMES MARK J-CAROL E	11908 JUNIPER HILLS CT	\$110.00	\$110.00
P17ME0283	HEISE GLENN-JULIE	14991 177TH AVE	\$110.00	\$110.00
P17ME0284	BOWMAN TORY-CARRIE	10346 MESIC DR	\$130.00	\$130.00
P17ME0285	SIGNATURE LAND DEVELOPMENT C	12884 PINE GLEN DR	\$135.00	\$135.00
P17ME0286	SIGNATURE LAND DEVELOPMENT C	13065 WILDVIEW DR	\$135.00	\$135.00
P17ME0287	LUCAS MARK J-KATHLEEN M	12484 LAKESHORE DR	\$90.00	\$90.00
P17ME0288	PRINS ERIC	17395 BUCHANAN ST	\$50.00	\$50.00
P17ME0289	BAKARA JOSEPH-LILLIAN	13804 LAKE SEDGE DR	\$130.00	\$130.00
P17ME0290	BROCK TRUST	13354 GREENLEAF LN	\$110.00	\$110.00
P17ME0291	KANTROVICH ADAM J-JENNIFER A	15367 HOFMA DR	\$0.00	\$0.00
P17ME0292	MENDHAM MARY ANN TRUST	14673 MERCURY DR	\$110.00	\$110.00
P17ME0293	TT REAL ESTATE LLC	14444 168TH AVE	\$235.00	\$235.00
P17ME0294	KIRCHNER RONALD A-CAROL A	16122 VANDEN BERG DR	\$80.00	\$80.00
P17ME0295	PORTER SELINA D LIVING TRUST	14315 VILLA AVE	\$80.00	\$80.00
P17ME0296	NELSON DAN C-CHRISTINE TRUST	15456 FOREST PARK DR	\$80.00	\$80.00
P17ME0297	THOMPSON TRUST	13505 FOREST PARK DR	\$60.00	\$60.00
P17ME0298	SIGNATURE LAND DEVELOPMENT C	12884 PINE GLEN DR	\$225.00	\$225.00
P17ME0299	KNOLL JAMES-SHERYL	14832 CANARY DR	\$240.00	\$240.00
P17ME0300	BAZUIN GEORGE A-SHERYL RV	14859 PINE RIDGE RD	\$110.00	\$110.00
P17ME0301	JENNINGS TRUST	14456 SOUTH HIGHLAND DR	\$80.00	\$80.00
P17ME0302	DEAN DAVID-PAMELA	16495 WARNER ST	\$80.00	\$80.00
P17ME0303	RYCENGA MARIE N	14513 MERCURY DR	\$80.00	\$80.00
P17ME0304	DURAM JASON-CAMI J	17646 BRUCKER ST	\$55.00	\$55.00
P17ME0305	WEITZ MATHIAS G-CATHERINE A	11403 OAK GROVE RD	\$110.00	\$110.00
P17ME0306	PLANT MICHAEL	15301 CHERRY ST	\$140.00	\$140.00
P17ME0307	BITTENBENDER BRETT C-MELISSA A	13216 RAVINE VIEW DR	\$55.00	\$55.00
P17ME0308	DREESE LYNDA K	16469 SLEEPER ST	\$70.00	\$70.00

**Total Fees For Type: \$8,165.00**  
**Total Permits For Type: 77**

## PLUMBING

Permit No.	Owner	Address	Fee Total	Amount Paid
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P17PL0135	VANDEN BERG TRUST	18294 HOLCOMB RD	\$55.00	\$55.00
P17PL0136	RIVERWOOD COMPANY LLC	17034 ROBBINS RD	\$168.00	\$168.00
P17PL0137	MCCARTHY NEIL M	18295 HOLCOMB RD	\$110.00	\$110.00
P17PL0138	ZAHRT JEFFREY-NANCY	12071 168TH AVE	\$115.00	\$115.00
P17PL0139	MARCERO JOSHUA D	14612 BRUCKER WOODS CT	\$221.00	\$221.00
P17PL0140	EAGLE CREEK HOMES LLC	10368 MESIC DR	\$234.00	\$234.00
P17PL0141	VAN WIEREN DAVID L-CANDACE L	14565 LINCOLN ST	\$55.00	\$55.00
P17PL0142	TUSHEK ROBIN M-JUDITH A	14987 ARBORWOOD DR	\$60.00	\$60.00
P17PL0143	SIGNATURE LAND DEVELOPMENT C	12884 PINE GLEN DR	\$229.00	\$229.00
P17PL0144	KANTROVICH ADAM J-JENNIFER A	15367 HOFMA DR	\$0.00	\$0.00
P17PL0145	CARGO WILLIAM D-DEBRA K	13387 HIDDEN CREEK DR	\$120.00	\$120.00
P17PL0146	SOVICH THOMAS J	10383 BIRDSEYE CT	\$234.00	\$234.00
P17PL0147	GRAND HAVEN DEVELOPMENT GRC	13005 COPPERWAY DR	\$243.00	\$243.00
P17PL0148	WESTVIEW CAPITAL LLC	14573 BRIGHAM DR 14538	\$260.00	\$260.00
P17PL0149	GARY ROBERT-JILL	15665 RONNY RD	\$55.00	\$55.00
P17PL0150	VOLGER MARY	14557 MERCURY DR	\$70.00	\$70.00
P17PL0151	BROWN IRENE	16330 MERCURY DR	\$70.00	\$70.00
P17PL0152	VIS KEN-GINA KELLY VIS	15111 152ND AVE	\$228.00	\$228.00

**Total Fees For Type: \$2,527.00**  
**Total Permits For Type: 18**

## POOL/SPA/HOT TUB

Permit No.	Owner	Address	Fee Total	Amount Paid
P17BU0179	WALLING MARK	16877 BUCHANAN ST	\$42.00	\$42.00

**Total Fees For Type: \$42.00**  
**Total Permits For Type: 1**

## REPLACEMENT WINDOWS/DOORS

Permit No.	Owner	Address	Fee Total	Amount Paid
P17BU0167	HILGER GERALD-KOCHER CARLA	15048 160TH AVE	\$105.00	\$105.00
P17BU0168	MAPES DANIEL R- ANN M	16166 GARY AVE	\$120.75	\$120.75
P17BU0191	WILTHOF LARRY	15625 ROBBINS RD	\$150.00	\$150.00

**Total Fees For Type: \$375.75**  
**Total Permits For Type: 3**

## RE-ROOFING

Permit No.	Owner	Address	Fee Total	Amount Paid
P17BU0138	BUCKLEY BRUCE A-BONNIE L	14731 PARKWOOD DR	\$100.00	\$100.00
P17BU0148	WYDECK-JACK-BETTY-SCOTT	14548 ANGELUS CIR	\$100.00	\$100.00
P17BU0149	MYERS EARL A-ROSALEE	15907 ROBBINS RD	\$100.00	\$100.00
P17BU0154	POWERS RICHARD-REBECCA	10162 US-31	\$100.00	\$100.00

P17BU0155	LENTERS DEREK J-CRISTIN J	18064 SUNSET DR	\$100.00	\$100.00
P17BU0156	CATALINO CHAD D-LORI J	13370 FOREST PARK DR	\$100.00	\$100.00
P17BU0157	STYPA JOHN-KATHLEEN	15059 ROBINWOOD CT	\$100.00	\$100.00
P17BU0158	HASKIN DAVID-AMANDA	15501 COMSTOCK ST	\$100.00	\$100.00
P17BU0159	WARNER DEREK-COLLEEN	17082 BUCHANAN ST	\$100.00	\$100.00
P17BU0173	TEERMAN KATHLEEN K	15401 SUNDEW ST	\$100.00	\$100.00
P17BU0176	VAN HOUTEN LARRY W-KATRINA	14793 WILLIAMS WY	\$100.00	\$100.00
P17BU0177	D'OYLY BETTY J	17285 LINCOLN ST	\$100.00	\$100.00
P17BU0178	PENLAND BRADLEY	15398 ARBORWOOD DR	\$100.00	\$100.00
P17BU0180	KUIPER RAYMOND -SHIRLEY TRUST	14721 PEPPERIDGE AVE	\$100.00	\$100.00
P17BU0203	FARNQUIST TRACY M-MARY JANE	13574 HIDDEN CREEK CT	\$100.00	\$100.00
P17BU0204	BURNETT TRUST FUND	13163 ACACIA DR	\$100.00	\$100.00
P17BU0205	GOSS HEATHER	14440 LAKESHORE DR	\$100.00	\$100.00
P17BU0206	BOUR ROGER-KRIS	12767 LAKESHORE DR	\$100.00	\$100.00

**Total Fees For Type: \$1,800.00**  
**Total Permits For Type: 18**

## RE-SIDING

Permit No.	Owner	Address	Fee Total	Amount Paid
P17BU0162	BUCKLEY BRUCE A-BONNIE L	14731 PARKWOOD DR	\$100.00	\$100.00

**Total Fees For Type: \$100.00**  
**Total Permits For Type: 1**

## SHED (<200 SQFT)

Permit No.	Owner	Address	Fee Total	Amount Paid
P17ZL0034	CARTNER ROBERT-JENNIFER	14429 MANOR RD	\$25.00	\$25.00
P17ZL0037	FITCH LARRY W-MARION	13187 SIKKEMA DR	\$25.00	\$25.00
P17ZL0039	BAKARA JOSEPH-LILLIAN	13804 LAKE SEDGE DR	\$25.00	\$25.00
P17ZL0045	VRIESMAN TRUST	15228 MEADOWWOOD DR	\$25.00	\$25.00

**Total Fees For Type: \$100.00**  
**Total Permits For Type: 4**

## SINGLE FAMILY DWELLING

Permit No.	Owner	Address	Fee Total	Amount Paid
P17BU0130	SIGNATURE LAND DEVELOPMENT C	12884 PINE GLEN DR	\$1,528.40	\$1,528.40
P17BU0132	WESTVIEW CAPITAL LLC	14573 BRIGHAM DR 14538	\$1,512.65	\$1,512.65
P17BU0165	GRAND HAVEN DEVELOPMENT GRC	13005 COPPERWAY DR	\$1,528.40	\$1,528.40
P17BU0169	LANKAMP BRIAN-JESSICA L	12660 BUCS DR	\$1,843.40	\$1,843.40
P17BU0187	VIS KEN-GINA KELLY VIS	15111 152ND AVE	\$1,292.15	\$1,292.15

**Total Fees For Type: \$7,705.00**  
**Total Permits For Type: 5**

## TEMPORARY SIGN

Permit No.	Owner	Address	Fee Total	Amount Paid
P17SG0011	REENDERS LAWRENCE ENT	13279 168TH AVE	\$0.00	\$0.00
			<b>Total Fees For Type:</b>	<b>\$0.00</b>
			<b>Total Permits For Type:</b>	<b>1</b>

## VEHICLE SALES

Permit No.	Owner	Address	Fee Total	Amount Paid
P17VS0022	KAMINSKI JAMES	14830 LAKESHORE DR	\$0.00	\$0.00
P17VS0023	BLOEMERS ROGER J	17256 BUCHANAN ST	\$0.00	\$0.00
P17VS0024	WOLFFIS TIMOTHY A-KRISTIN S	12668 LAKESHORE DR	\$0.00	\$0.00
P17VS0025	KOSTNER MICHELLE L	15919 MERCURY DR	\$0.00	\$0.00
P17VS0026	FRISBIE TRAVIS	11251 144TH AVE	\$0.00	\$0.00
P17VS0027	MCCONNELL ADAM H-JOVANNA L	15121 GROESBECK ST	\$0.00	\$0.00
P17VS0028	BOTIJJE CARLA J	14065 152ND AVE	\$0.00	\$0.00
P17VS0029	LONG VICKI JO	15146 LAKESHORE DR	\$0.00	\$0.00
P17VS0031	ARB DAVID L-TRACEY E	13376 LAKESHORE DR	\$0.00	\$0.00
P17VS0032	KIEFT WILLIAM ADAM IV-CHRISTINI	16560 BUCHANAN ST	\$0.00	\$0.00
P17VS0033	GLUECK REVOCABLE LIVING TRUST	15901 FERRIS ST	\$0.00	\$0.00
			<b>Total Fees For Type:</b>	<b>\$0.00</b>
			<b>Total Permits For Type:</b>	<b>11</b>

## Report Summary

**Grand Total Fees: \$33,106.00**  
**Grand Total Permits: 239**

Report Date: 06/07/2017

Population: All Records

Filter: Permit.DateIssued Between 5/1/2017 12:00:00 AM AND  
5/31/2017 11:59:59 PM AND  
Permit.Category Not = BURN PERMITS

# May Enforcement Letters By Category

*All enforcement letters sent the previous month*

Type of Enforcement Letter	Number Mailed
ACC BLDGSLED WARNING	2
BASEMENT FINISH-CURRENT OWNER-1ST NOTICE	3
BASEMENT FINISH-CURRENT OWNER-2ND NOTICE	2
COMM VEHICLE IN REZ ZONE	1
DECK WITHOUT PERMIT	1
FENCE 2ND NOTICE LETTER	2
LITTER 2ND NOTICE	4
LITTER WARNING LETTER	12
TRASH CAN WARNING LETTER	3
VEHICLE IN ROW LETTER	3
VEHICLE ON GRASS 2ND NOTICE	2
VEHICLE ON GRASS LETTER	7
VEHICLE POG CITATION LTR	1
VEHICLE SALE 2ND NOTICE	2
VEHICLE SALE WARNING	7
<b>Total Letters Sent:</b>	<b>52</b>

Letter.DateTimeCreated Between 05/01/2017 AND 05/31/2017  
Letter.LinkFromType = Enforcement

## May Open Enforcements By Category Monthly Report

### ACCESSORY BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0165	13490 GREENLEAF LN	1ST NOTICE OF VIOLATION LETTER	05/09/17		
E17CE0187	15406 MEADOWS DR	1ST NOTICE OF VIOLATION LETTER	05/23/17		

**Total Entries: 2**

### BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0152	9653 HIAWATHA DR	RESOLVED	05/02/17	06/02/17	
E17CE0153	14111 PAYNE FOREST AVE	RESOLVED	05/02/17	06/02/17	
E17CE0155	15625 ROBBINS RD	RESOLVED	05/03/17	05/25/17	
E17CE0159	12896 152ND AVE	COMPLAINT LOGGED	05/03/17		
E17CE0168	16028 WARNER ST	1ST NOTICE OF VIOLATION LETTER	05/10/17		
E17CE0183	13534 REDBIRD LN	1ST NOTICE OF VIOLATION LETTER	05/19/17		
E17CE0184	15401 SUNDEW ST	COMPLAINT LOGGED	05/22/17		
E17CE0189	14775 INDIAN TRAILS DR	CLOSED	05/24/17	06/06/17	

**Total Entries: 8**

### COMM VEHICLE IN RES ZONE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0180	15606 RONNY RD	CLOSED	05/18/17	06/06/17	

**Total Entries: 1**

### FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0154	11529 168TH AVE	CLOSED	05/03/17	05/03/17	

**Total Entries: 1**

### JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0157	12733 144TH AVE	2ND NOTICE OF VIOLATION LETTER	05/03/17		
E17CE0158	15111 DEREMO AVE	CLOSED	05/03/17	05/31/17	
E17CE0160	15600 164TH AVE	1ST NOTICE OF VIOLATION LETTER	05/04/17		

## May Open Enforcements By Category Monthly Report

E17CE0162	14934 172ND AVE	CLOSED	05/09/17	05/11/17	
E17CE0166	14967 MERCURY DR	CLOSED	05/09/17	05/23/17	
E17CE0178	15581 GROESBECK ST	1ST NOTICE OF VIOLATION LETTER	05/18/17		
E17CE0188	16159 MERCURY DR	1ST NOTICE OF VIOLATION LETTER	05/23/17		
E17CE0192	14984 GROESBECK ST	1ST NOTICE OF VIOLATION LETTER	05/24/17		
E17CE0193	15191 168TH AVE	1ST NOTICE OF VIOLATION LETTER	05/24/17		
E17CE0194	15053 161ST AVE	1ST NOTICE OF VIOLATION LETTER	05/30/17		

**Total Entries: 10**

### LITTER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0161	14545 ANGELUS CIR	CLOSED	05/04/17	05/11/17	
E17CE0170	15680 CHARLES CT	CLOSED	05/10/17	05/17/17	

**Total Entries: 2**

### NOISE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0198	12250 LAKESHORE DR	COMPLAINT LOGGED	05/31/17		

**Total Entries: 1**

### OTHER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0175	14931 HAWTHORNE ST	CLOSED	05/11/17	06/01/17	

**Total Entries: 1**

### PARKING ON THE GRASS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0156	15067 154TH AVE	CLOSED	05/03/17	05/16/17	
E17CE0164	15732 MERCURY DR	1ST NOTICE OF VIOLATION LETTER	05/09/17		
E17CE0169	15668 CHARLES CT	CLOSED	05/10/17	05/25/17	
E17CE0171	15595 CLOVERNOOK DR	CITATION/CIVIL INFRACTION	05/10/17		
E17CE0173	15243 MERCURY DR	1ST NOTICE OF VIOLATION LETTER	05/11/17		
E17CE0174	14535 160TH AVE	CITATION/CIVIL INFRACTION	05/11/17		
E17CE0186	15485 160TH AVE	1ST NOTICE OF VIOLATION LETTER	05/23/17		

## May Open Enforcements By Category Monthly Report

E17CE0196	15835 GROESBECK ST	1ST NOTICE OF VIOLATION LETTER	05/30/17		
E17CE0199	16592 PINE DUNES CT	CLOSED	05/31/17	06/01/17	

**Total Entries: 9**

### SIGNS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0167	15050 HIDDEN LAKE TR PVT	INVESTIGATION ONLY	05/10/17		

**Total Entries: 1**

### TRASH RECEPTACLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0177	15044 DEREMO AVE	1ST NOTICE OF VIOLATION LETTER	05/18/17		

**Total Entries: 1**

### VEHICLE IN ROW

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0181	15341 161ST AVE	1ST NOTICE OF VIOLATION LETTER	05/18/17		
E17CE0190	12117 SANDY WOODS DR	1ST NOTICE OF VIOLATION LETTER	05/24/17		
E17CE0191	12155 SANDY WOODS DR	1ST NOTICE OF VIOLATION LETTER	05/24/17		

**Total Entries: 3**

### VEHICLE SALES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0163	16085 MERCURY DR	CLOSED	05/09/17	05/23/17	
E17CE0172	12191 168TH AVE	CLOSED	05/11/17	05/23/17	
E17CE0179	15659 COMSTOCK ST	CLOSED	05/18/17	05/30/17	
E17CE0185	15628 164TH AVE	1ST NOTICE OF VIOLATION LETTER	05/23/17		
E17CE0195	15881 GROESBECK ST	1ST NOTICE OF VIOLATION LETTER	05/30/17		
E17CE0197	15455 LINCOLN ST	1ST NOTICE OF VIOLATION LETTER	05/30/17		

**Total Entries: 6**

### ZONING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0176	10265 SHANNONS WY	CITATION/CIVIL INFRACTION	05/17/17		

# May Open Enforcements By Category Monthly Report

**Total Entries: 1**

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Enforcement.DateFiled Between 5/1/2017 12:00:00 AM  
AND 5/31/2017 11:59:59 PM

**Total Records: 47**

Total Pages: 4

Report Created: 06/08/17

## May Closed Enforcements By Category Monthly Report

### ACCESSORY BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0140	14749 152ND AVE	CLOSED	04/20/17	05/31/17	

**Total Entries: 1**

### BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0114	15252 CARDINAL LN	CLOSED	04/04/17	05/23/17	
E17CE0145	14255 TERRY TRAILS	RESOLVED	04/20/17	05/25/17	
E17CE0155	15625 ROBBINS RD	RESOLVED	05/03/17	05/25/17	

**Total Entries: 3**

### COMM VEHICLE IN RES ZONE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0132	10168 LAKESHORE DR	CLOSED	04/18/17	05/02/17	

**Total Entries: 1**

### DANGEROUS BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0430	10716 158TH AVE	EXPIRED - CLOSED BY STAFF	10/11/16	05/02/17	

**Total Entries: 1**

### FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0467	14657 LAKESHORE DR	CLOSED	10/27/16	05/31/17	
E17CE0154	11529 168TH AVE	CLOSED	05/03/17	05/03/17	

**Total Entries: 2**

### JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0135	16701 WINANS ST	CLOSED	04/18/17	05/02/17	
E17CE0139	15653 CHARLES CT	CLOSED	04/19/17	05/03/17	
E17CE0143	15281 MILLHOUSE CT 15283	CLOSED	04/20/17	05/04/17	
E17CE0158	15111 DEREMO AVE	CLOSED	05/03/17	05/31/17	

## May Closed Enforcements By Category Monthly Report

E17CE0162	14934 172ND AVE	CLOSED	05/09/17	05/11/17
E17CE0166	14967 MERCURY DR	CLOSED	05/09/17	05/23/17

**Total Entries: 6**

### LITTER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0141	15941 GROESBECK ST	CLOSED	04/20/17	05/18/17	
E17CE0148	15678 MERCURY DR	CLOSED	04/26/17	05/25/17	
E17CE0161	14545 ANGELUS CIR	CLOSED	05/04/17	05/11/17	
E17CE0170	15680 CHARLES CT	CLOSED	05/10/17	05/17/17	

**Total Entries: 4**

### OTHER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0073	17281 SANDGATE PL	CLOSED	03/07/17	05/16/17	

**Total Entries: 1**

### PARKING ON THE GRASS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0142	15284 MILLHOUSE CT 15282	CLOSED	04/20/17	05/04/17	
E17CE0144	15294 MILLHOUSE CT 15296	CLOSED	04/20/17	05/04/17	
E17CE0156	15067 154TH AVE	CLOSED	05/03/17	05/16/17	
E17CE0169	15668 CHARLES CT	CLOSED	05/10/17	05/25/17	

**Total Entries: 4**

### TRASH RECEPTACLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0133	16040 COMSTOCK ST	CLOSED	04/18/17	05/02/17	

**Total Entries: 1**

### VEHICLE SALES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0130	11251 144TH AVE	CLOSED	04/18/17	05/10/17	
E17CE0146	14488 178TH AVE	CLOSED	04/20/17	05/16/17	

# May Closed Enforcements By Category Monthly Report

E17CE0147	14251 SHIAWASSEE DR	CLOSED	04/25/17	05/03/17
E17CE0163	16085 MERCURY DR	CLOSED	05/09/17	05/23/17
E17CE0172	12191 168TH AVE	CLOSED	05/11/17	05/23/17
E17CE0179	15659 COMSTOCK ST	CLOSED	05/18/17	05/30/17

**Total Entries: 6**

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Enforcement.DateClosed Between 5/1/2017 12:00:00 AM  
AND 5/31/2017 11:59:59 PM

**Total Records: 30**

Total Pages: 3

Report Created: 06/08/17